



# Ex-Employee Portal


## Help file

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# 01.

## Steps for new registration:



Godrej Enterprises Group

### Ex-Employee Portal

Login New Registration

All fields are mandatory

Employee Code\*

Email ID\*

Mobile No\*

SignUp

Enter Employee Code

Enter Email ID

Enter Mobile Number

(Details entered should match the one's entered in the Exit Interview Form)

Click on Signup

(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

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 ! # \$ % ^ & + = @

Password

Confirm Password

Save

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 ! # \$ % ^ & + = @

Password

Confirm Password

Save

Once the password is set, it will show a success message, “Account created Successfully”, click on “Proceed to Login” to move ahead

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 ! # \$ % ^ & + = @

Password

Confirm Password

Account created successfully. Proceed To Login

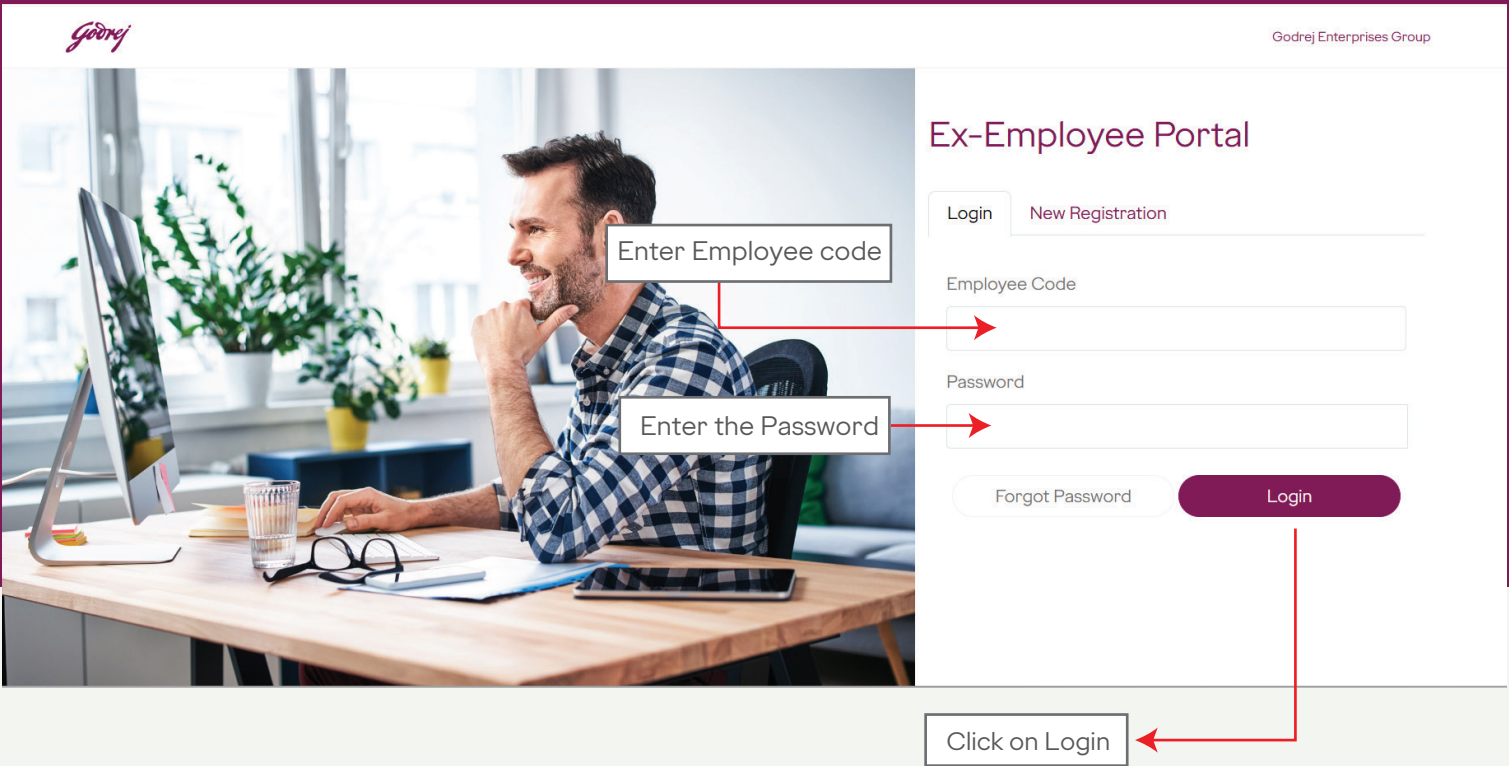
Save

Caution:-

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

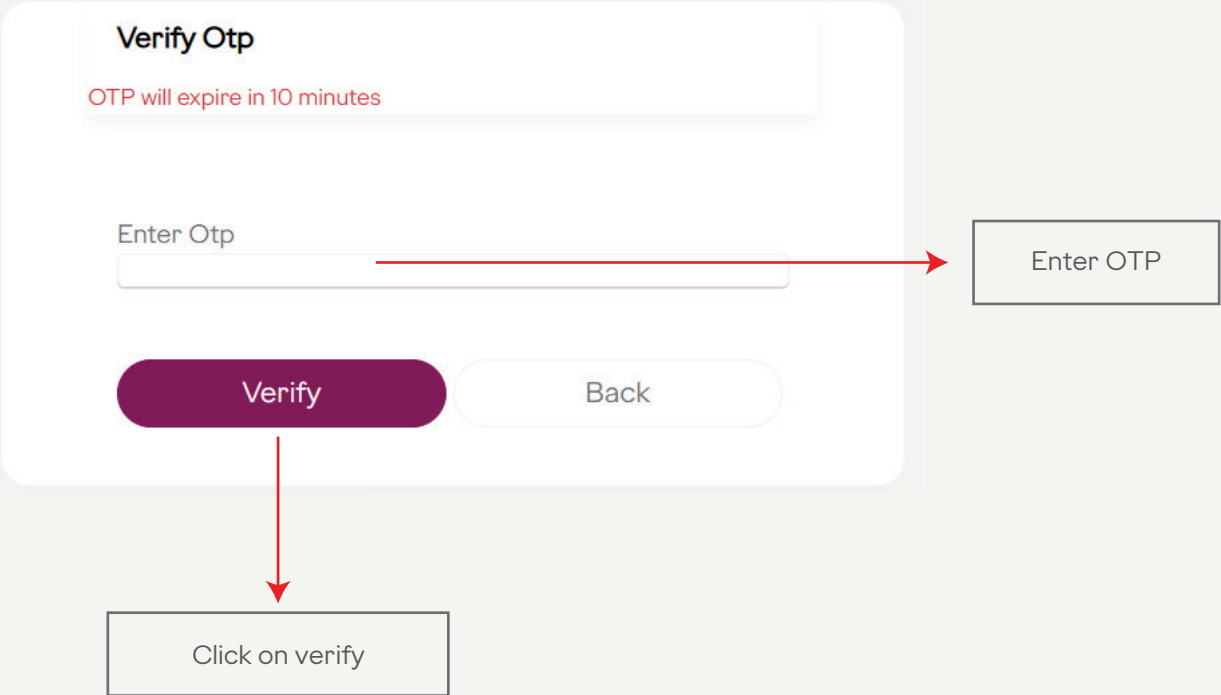
02.

Steps to login for existing users

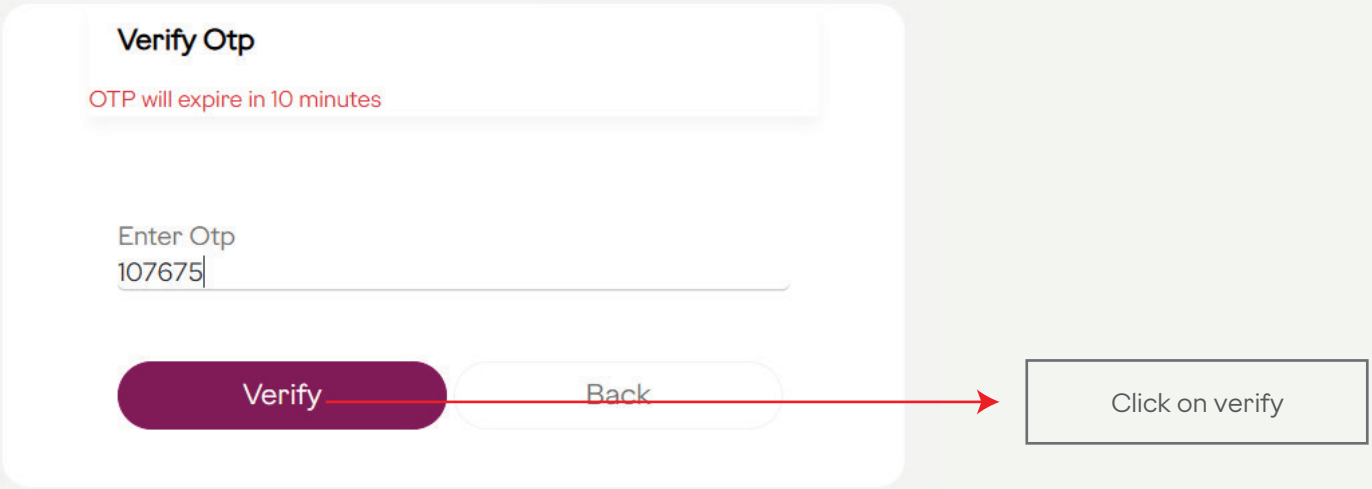


You will receive an OTP on your registered mobile number

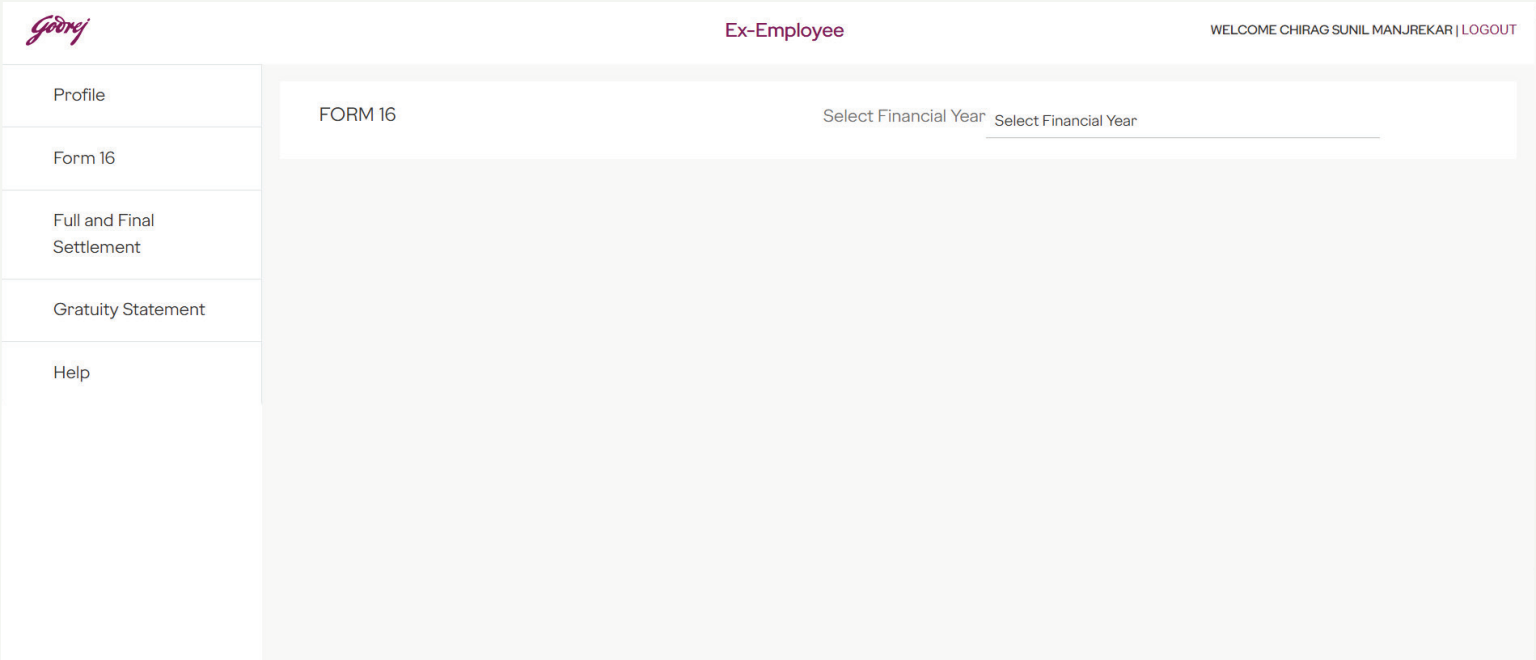
Enter the 6 digit OTP



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



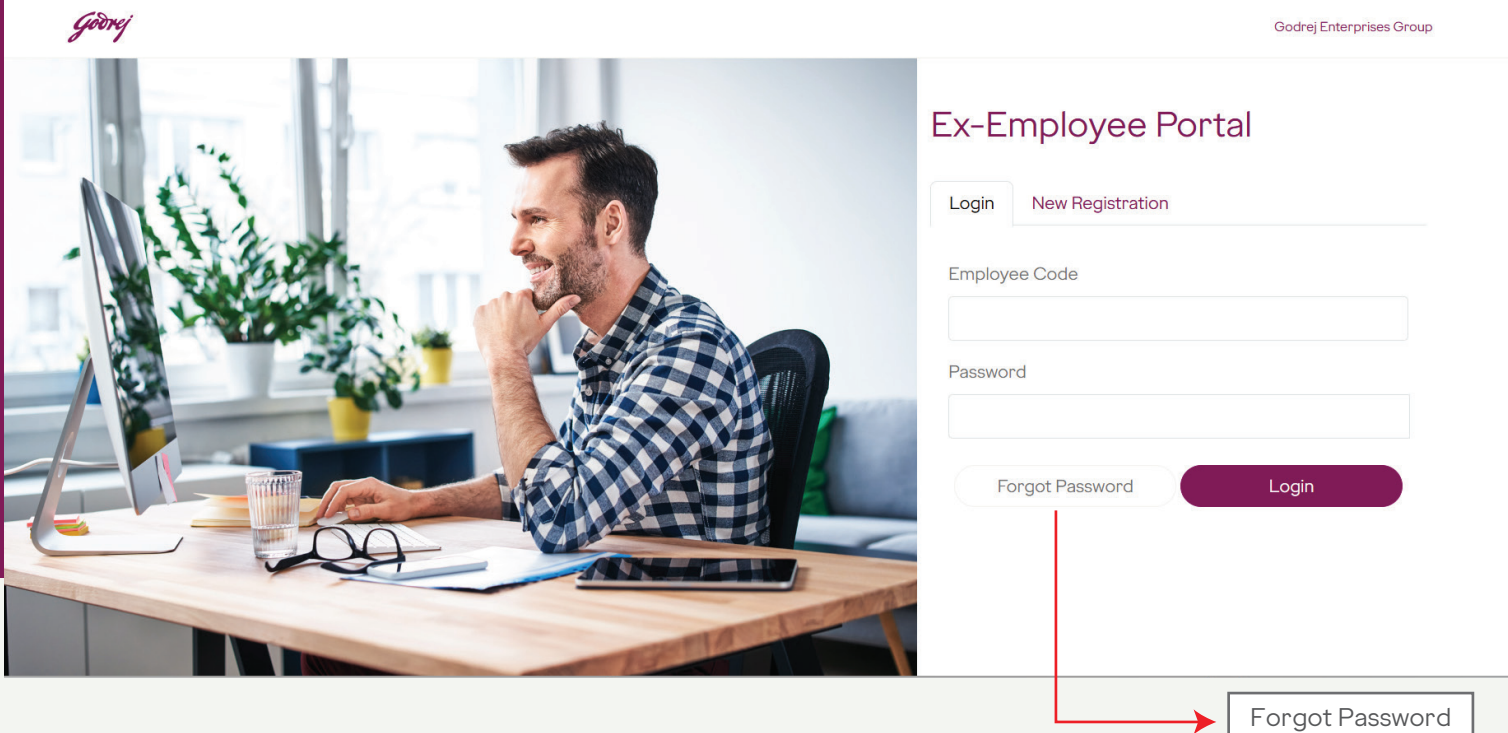
Once logged in, you can access your Form 16, Full and Final Settlement or the Gratuity Statement



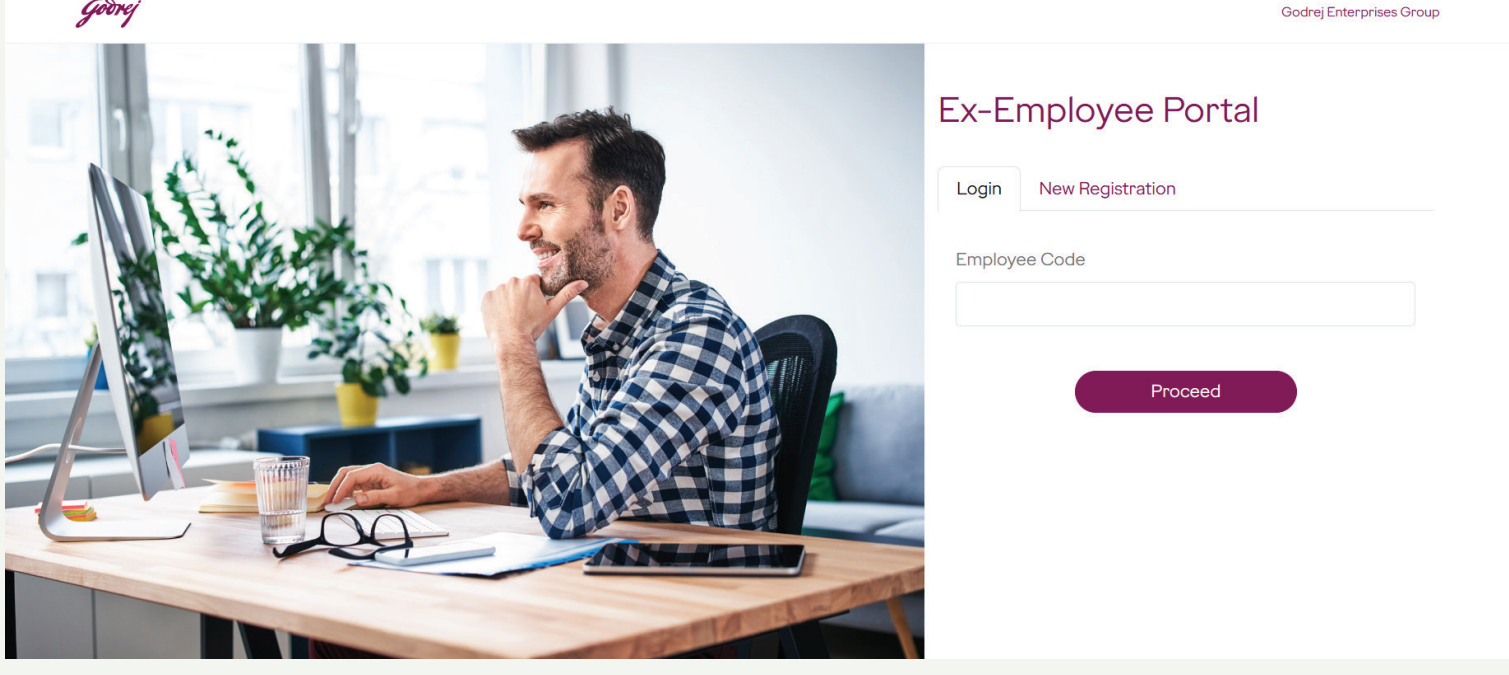


03.

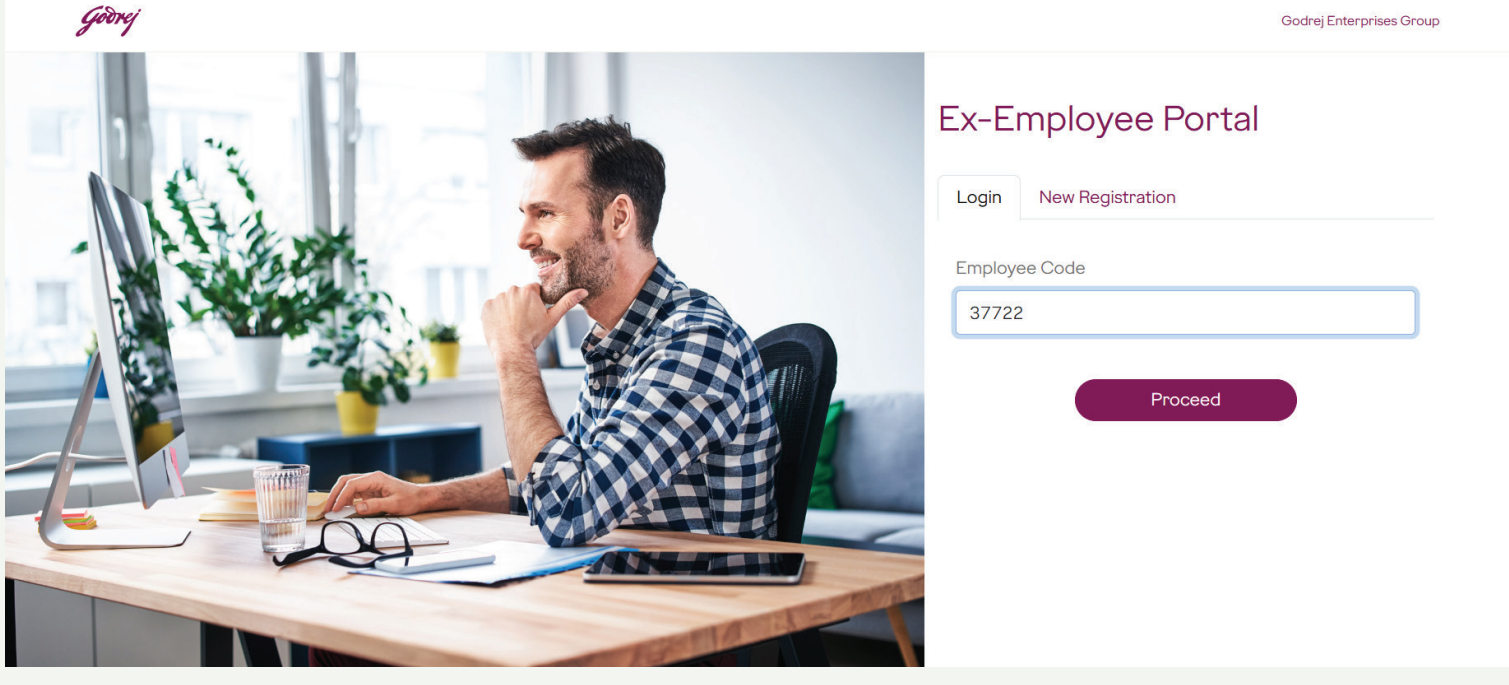
Steps for forgot password



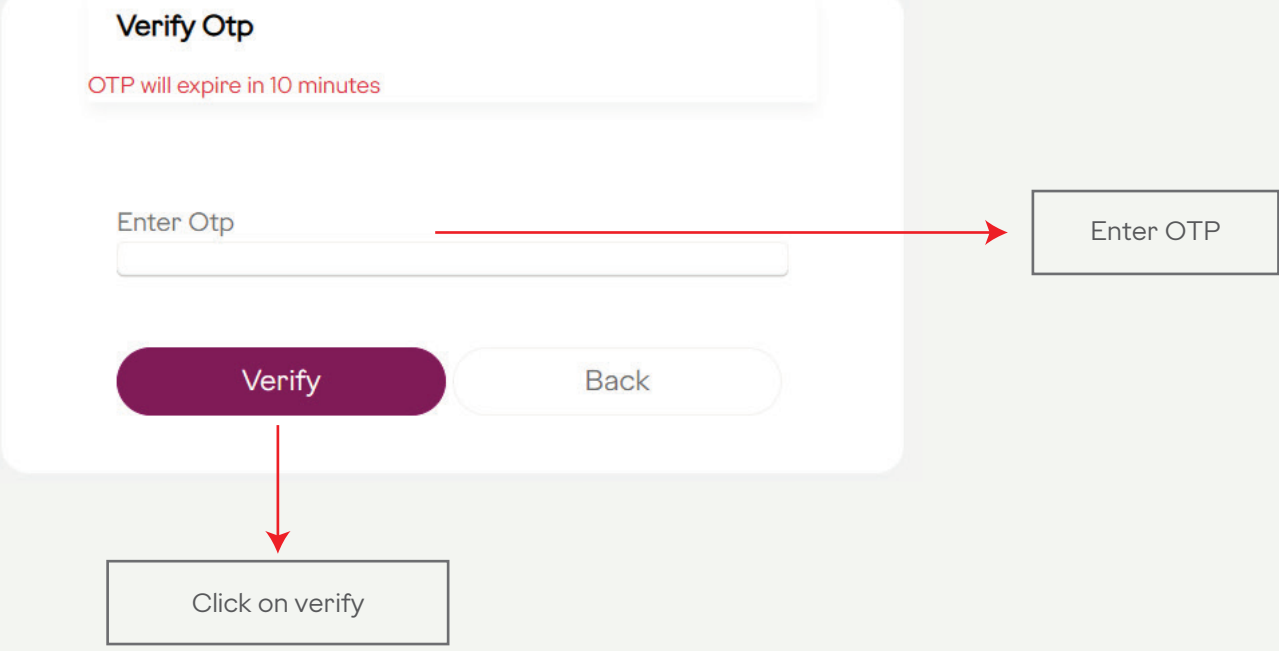
Enter your registered Employee Code



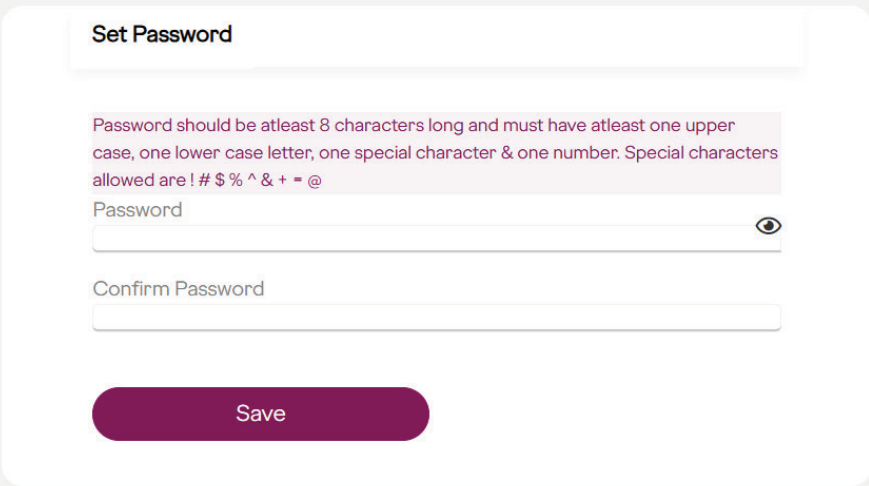
You will receive an OTP on your registered mobile number



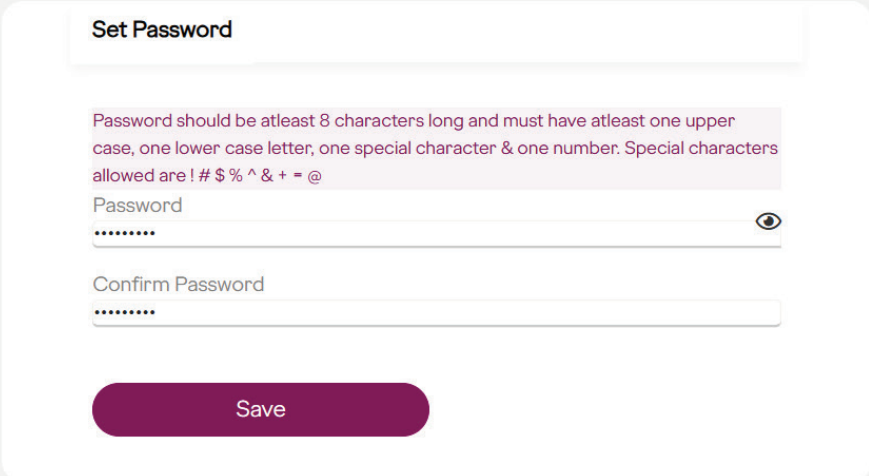
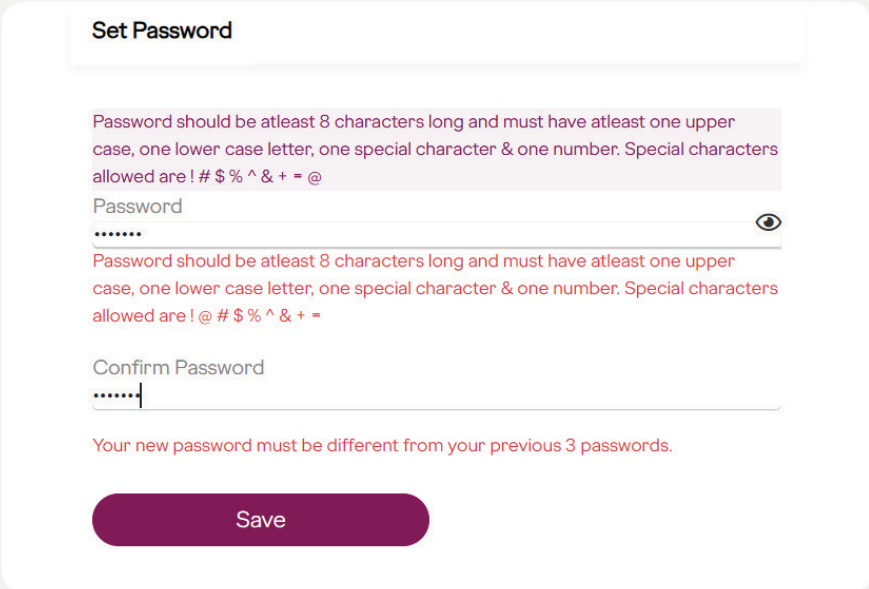
Enter the 6 digit OTP



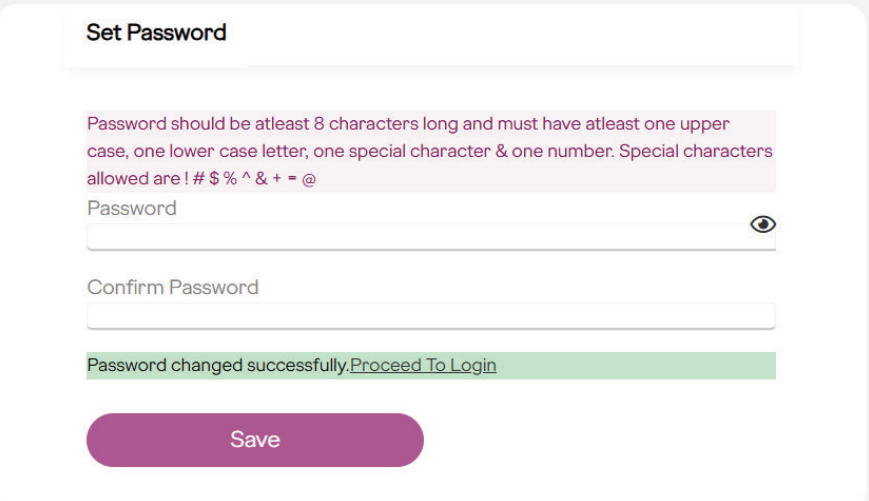
Set your password as per the instructions



Incasse 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.



Once the password is set, you can proceed to login



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