

Password Policy

Dear Customer/Service Providers,
Greetings!

The website uses two level of securities, SSL is a method of sending private documents through the internet by using a private key to secure messages. Data encryption methods are used to achieve data security. In addition you require 2 factor authentication, including your password, to login. Kindly note the following with respect to the password policy.

- You will have to change your password compulsorily every 90 calendar days.
- On login after the 90th day from your previous change of password, you will be taken to the "Change Password" screen.
- The New password cannot be the same as the immediate previous password.
- The password cannot be the same as your User ID.
- The password will have to be alphanumeric, and preferably with one special character.
- Special characters that can be used are ! @ # \$ % ^ & * ().
- Your password must have minimum 8 characters and not more than 16 characters.
- The password should not be shared with anyone.

If you enter an erroneous password on three consecutive occasions, your account will get locked. To unlock your account, please visit the Customer Service section or [Click here](#) to unlock your account .

In case you forget your login User ID or Password, you can click on the option provided, you will get the details in your registered eMail ID.

For queries and clarifications, please write to or call us and we will be glad to be of assistance to you.

Regards,
Customer Service