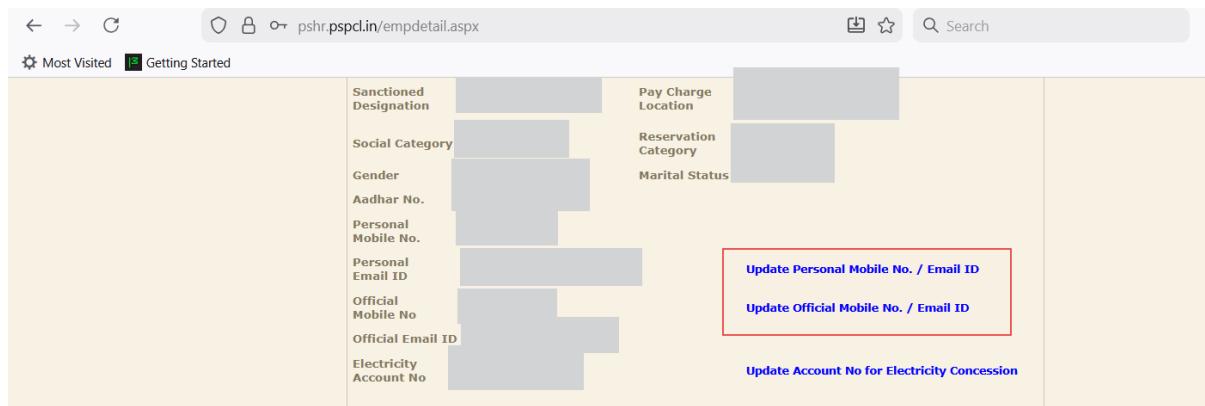


Steps to use Forgot Password option in ERP

Note: Please ensure that your personal and official Mobile No./Email Id is updated in HR Data. Please login to your Employee Corner to check your registered personal and official Mobile No./Email Id. If your contact details are incomplete, please use Update links in Employee Corner. Please note that once details are updated in Employee Corner, data gets sync in ERP the next day.

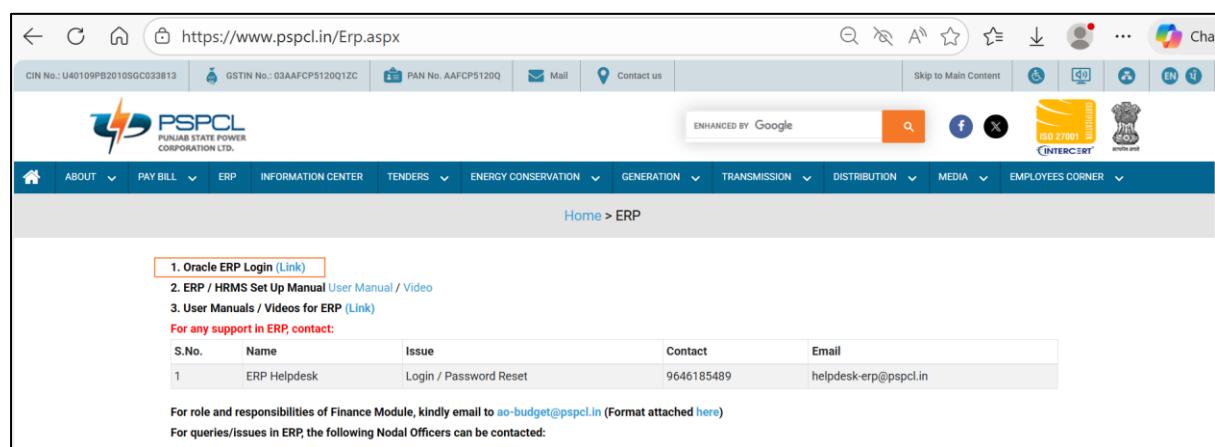
Employees who do not have official Mobile No./Email Id, their official Mobile No./Email Id is same as their personal Mobile No./Email Id.



The screenshot shows a web page with a form for updating employee details. The form includes fields for Sanctioned Designation, Pay Charge Location, Social Category, Reservation Category, Gender, Marital Status, Aadhar No., Personal Mobile No., Personal Email ID, Official Mobile No., Official Email ID, and Electricity Account No. To the right of the form, there are three buttons in a red-bordered box: 'Update Personal Mobile No. / Email ID', 'Update Official Mobile No. / Email ID', and 'Update Account No for Electricity Concession'.

1. Link: <https://erp.pspcl.in>

OR Open Link from PSPCL Website

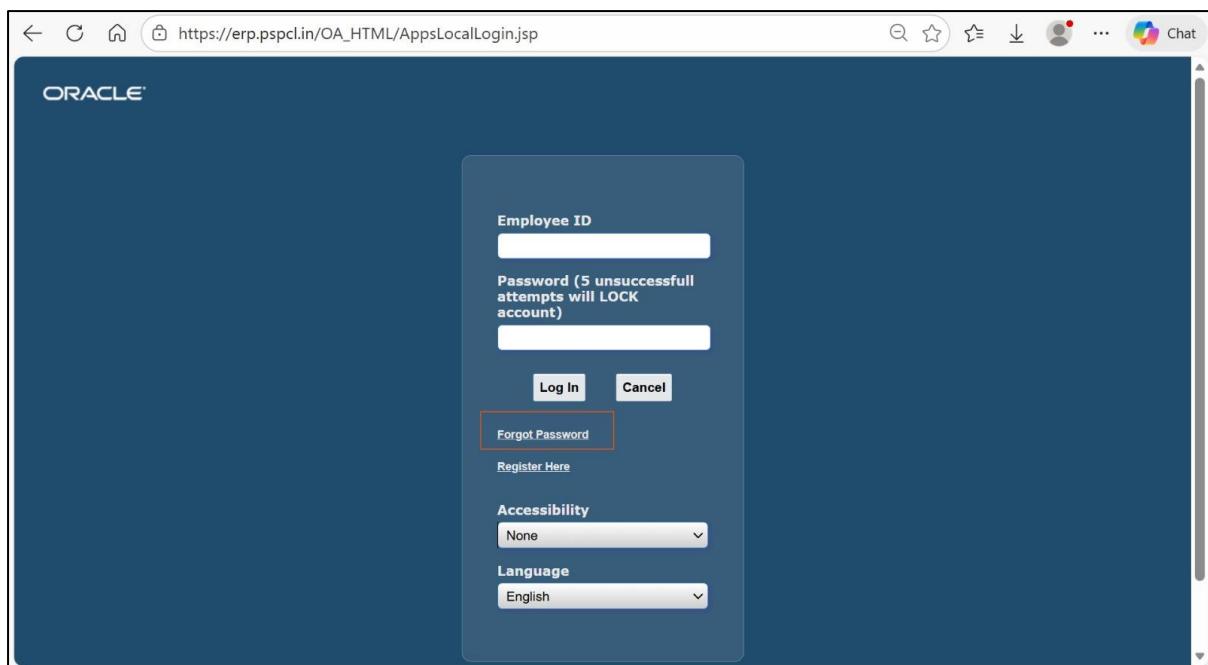


The screenshot shows the PSPCL ERP homepage. At the top, there is a navigation bar with links for Home, About, Pay Bill, ERP, Information Center, Tenders, Energy Conservation, Generation, Transmission, Distribution, Media, and Employees Corner. Below the navigation bar, there is a search bar and social media links. A red box highlights the '1. Oracle ERP Login (Link)' link. Below this, there are links for '2. ERP / HRMS Set Up Manual User Manual / Video' and '3. User Manuals / Videos for ERP (Link)'. A section for 'For any support in ERP, contact:' is shown with a table:

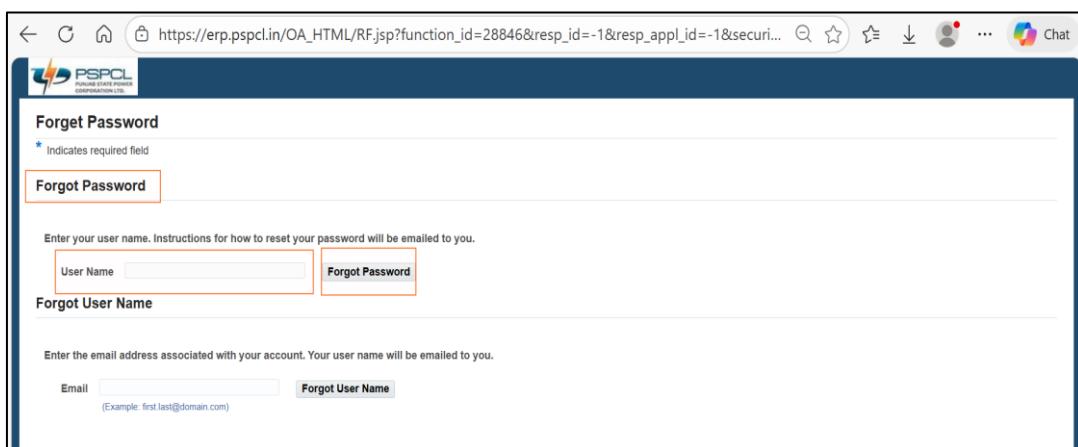
S.No.	Name	Issue	Contact	Email
1	ERP Helpdesk	Login / Password Reset	9646185489	helpdesk-erp@pspcl.in

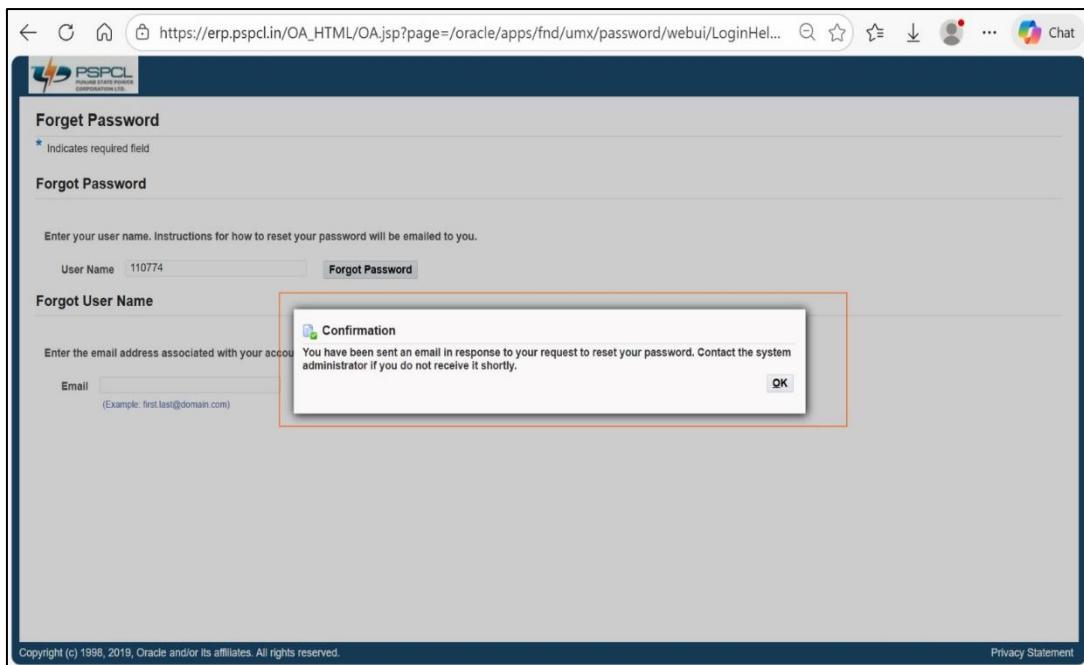
At the bottom, there is a note: 'For role and responsibilities of Finance Module, kindly email to ao-budget@pspcl.in (Format attached [here](#))' and 'For queries/issues in ERP, the following Nodal Officers can be contacted:'.

2. Click on **Forgot Password Link**



3. Enter your Employee ID in **User Name, and click on **Forgot Password****





5. Enter your Employee Id in *Username*, and enter your new password in *Password* and *Confirm Your Password* textbox



The screenshot shows a web browser window with the URL https://erp.pspcl.in/OA_HTML/RF.jsp?function_id=28847&resp_id=-1&resp_appl_id=-1&securi.... The page title is "Reset Password". A note at the top states: "Please enter your username and passwords below. The password you enter below will be used to replace your old password." Below this, there are three input fields in a box: "User Name", "Password" (with a note "(5 characters or more)", and "Confirm Your Password". A "Confirm Password" button is located at the bottom right of the input box.