



सत्यमेव जयते

JanParichay (Meri Pehchaan)

User Manual v1.0

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Introduction

This manual contains a **Step-by-Step** process of understanding how to login to Jan Parichay (Meri-Pehchaan) using different ways of authentication. Once you understand all the authentication methods used for login, you can select the best option to secure your Jan Parichay account.

How to register/Sign Up on Jan Parichay (Meri-Pehchaan)?

Following is the **Stepwise** process to register/Sign Up on JanParichay (Meri Pehchaan):

Step 1: Go to JanParichay (Meri-Pehchaan) using

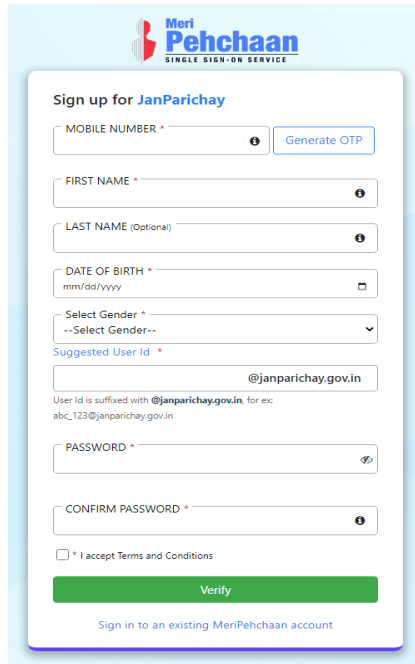
Now, the user will be redirected to the login/Sign Up screen.

Step 2: Click on the link: “**Sign up for Meri-Pehchaan**” provided below the login screen to proceed. (Refer Fig. 1)

The screenshot displays the 'Meri Pehchaan SINGLE SIGN-ON SERVICE' login interface. It features a 'Sign In to your account via JanParichay' header. Below this, there are three tabs: 'Username', 'Mobile', and 'Others'. The 'Username' tab is active, showing a text input field labeled 'Enter Username' and a password input field with a toggle icon. A 'Forgot Password' link is positioned below the password field. A checkbox for 'I consent to MeriPehchaan terms of use.' is located below the password field. A green 'Sign In' button is centered below the consent checkbox. Below the 'Sign In' button, there are three sections separated by 'OR' labels. The first section, 'Continue with', includes logos for 'Digilocker', 'ARICHAY Government Users', and 'ई-प्रमाण e-Pramaan'. The second section includes logos for 'CSC' and 'National Single Window System Coming Soon'. At the bottom, there are five social media icons (Google, Facebook, Email, Twitter, LinkedIn). Below these icons, the text 'New user' is followed by a link 'Sign up for MeriPehchaan' which is enclosed in a red dashed rectangular box. A red arrow points from the top right towards this link.

Fig. 1

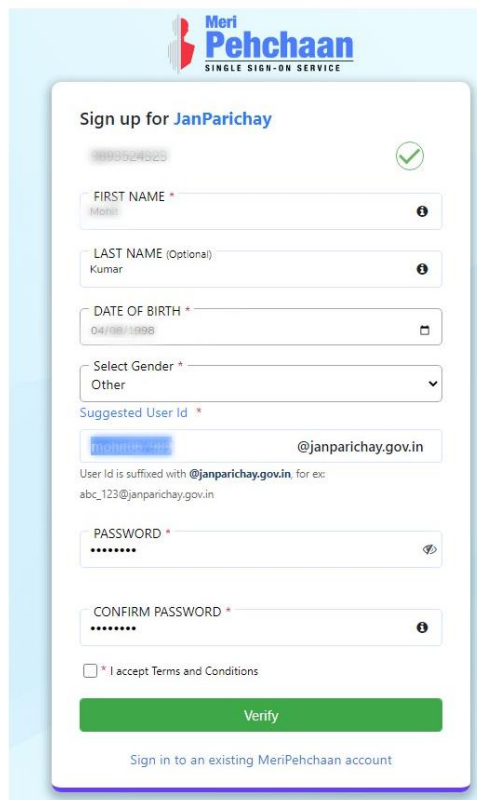
Now, the user will be redirected to a Sign up form. (Refer Fig. 2)



The image shows the 'Sign up for JanParichay' form. At the top is the 'Meri Pehchaan SINGLE SIGN-ON SERVICE' logo. The form fields are: MOBILE NUMBER (with a 'Generate OTP' button), FIRST NAME, LAST NAME (Optional), DATE OF BIRTH (mm/dd/yyyy), Select Gender (dropdown), Suggested User Id (with a pre-filled '@janparichay.gov.in' and an example 'abc_123@janparichay.gov.in'), PASSWORD, and CONFIRM PASSWORD. There is an 'I accept Terms and Conditions' checkbox and a green 'Verify' button. A link to 'Sign in to an existing MeriPehchaan account' is at the bottom.

Fig. 2

Step 3: User will have to fill the required fields and create a JanParichay user Id using the suffix “@janparichay.gov.in” and set a strong password. (Refer Fig. 3)



The image shows the 'Sign up for JanParichay' form with sample data filled in. A green checkmark is next to the mobile number field. The filled data is: MOBILE NUMBER (9876543210), FIRST NAME (Mohan), LAST NAME (Kumar), DATE OF BIRTH (04/08/1998), Select Gender (Other), Suggested User Id (1234567890@janparichay.gov.in), PASSWORD (*****), and CONFIRM PASSWORD (*****). The 'I accept Terms and Conditions' checkbox is unchecked. The green 'Verify' button is visible, along with the 'Sign in to an existing MeriPehchaan account' link.

Fig. 3

Step 4: Click the check box to “accept the Terms & Conditions” after reading it thoroughly and then click the “accept” button in the pop-up to continue. (Refer Fig. 4)

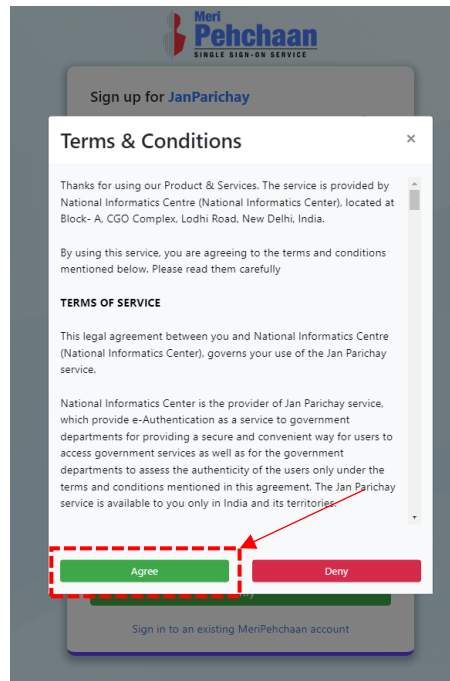


Fig. 4

Step 5: Click the “Verify” button to proceed.

A confirmation pop-up will appear on the screen.

Step 6: Click “Continue” to proceed. (Refer Fig. 5)

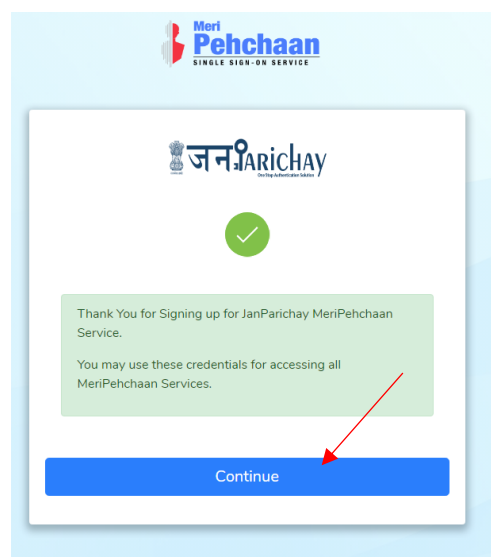


Fig. 5

*****You have successfully signed up on Jan Parichay.

Now, two options “Proceed with KYC” and “Skip to Dashboard” will appear on the screen. (Refer Fig. 6)

Option 1: Choose “Proceed with KYC” in case you want to complete the KYC details of your profile.

Option 2: Choose “Skip to Dashboard” to visit your Jan Parichay account.

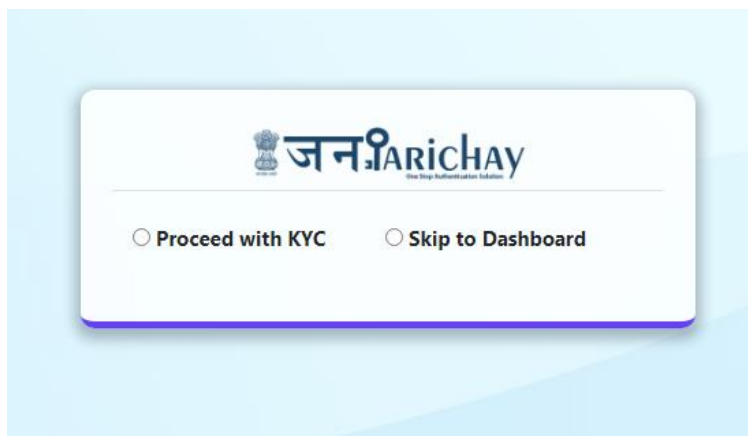
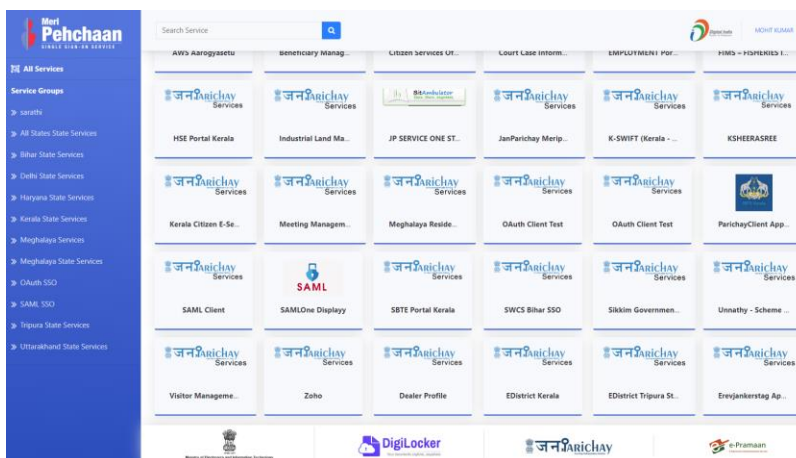


Fig. 6



Jan Parichay User Dashboard

How to log into Jan Parichay (Meri-Pehchaan)?

Given below is the **Step-by-Step** process to log into Jan Parichay (Meri-Pehchaan):

Step 1: Go to JanParichay (Meri-Pehchaan) using

The login screen will appear where user can login to their JanParichay (Meri-Pehchaan) accounts using various authentication methods.

Step 2: Choose an Authentication method to login using your JanParichay (Meri-Pehchaan) account credentials. (Refer Fig. 7)

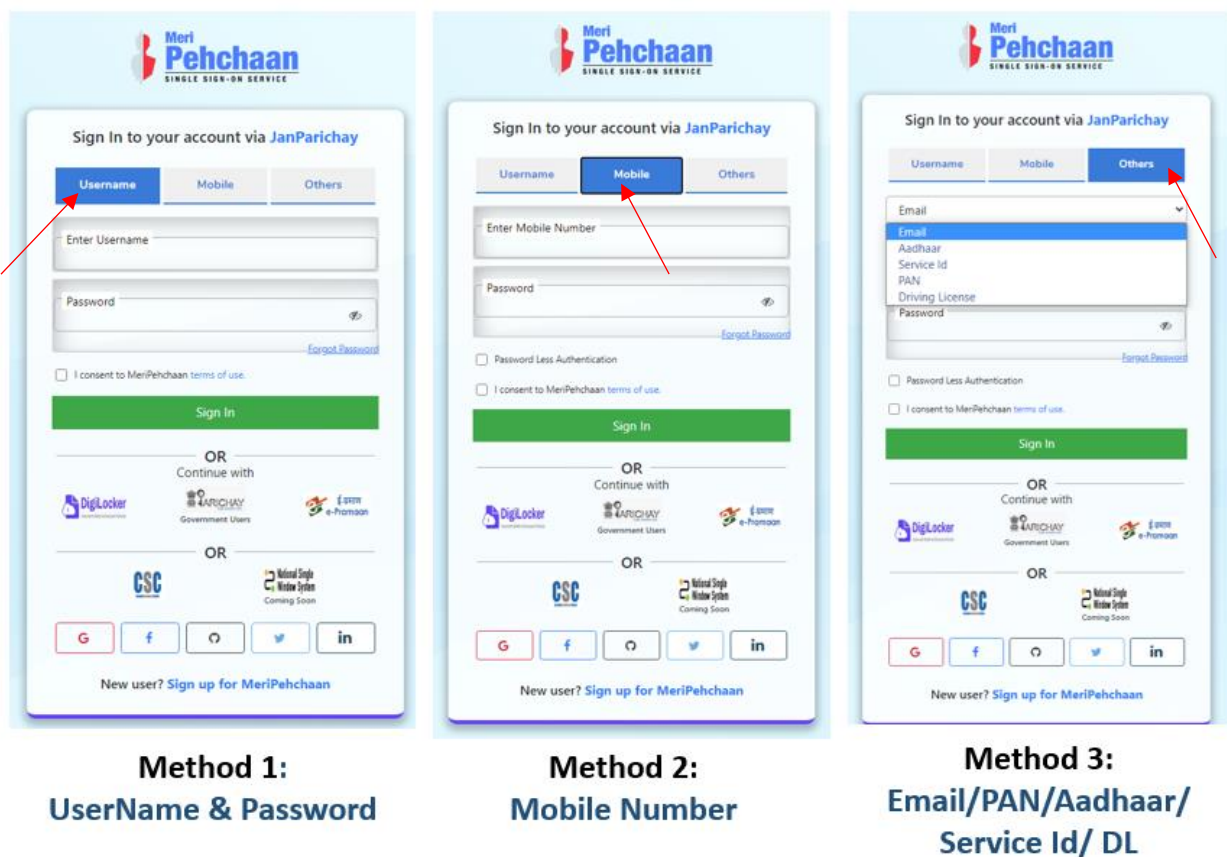


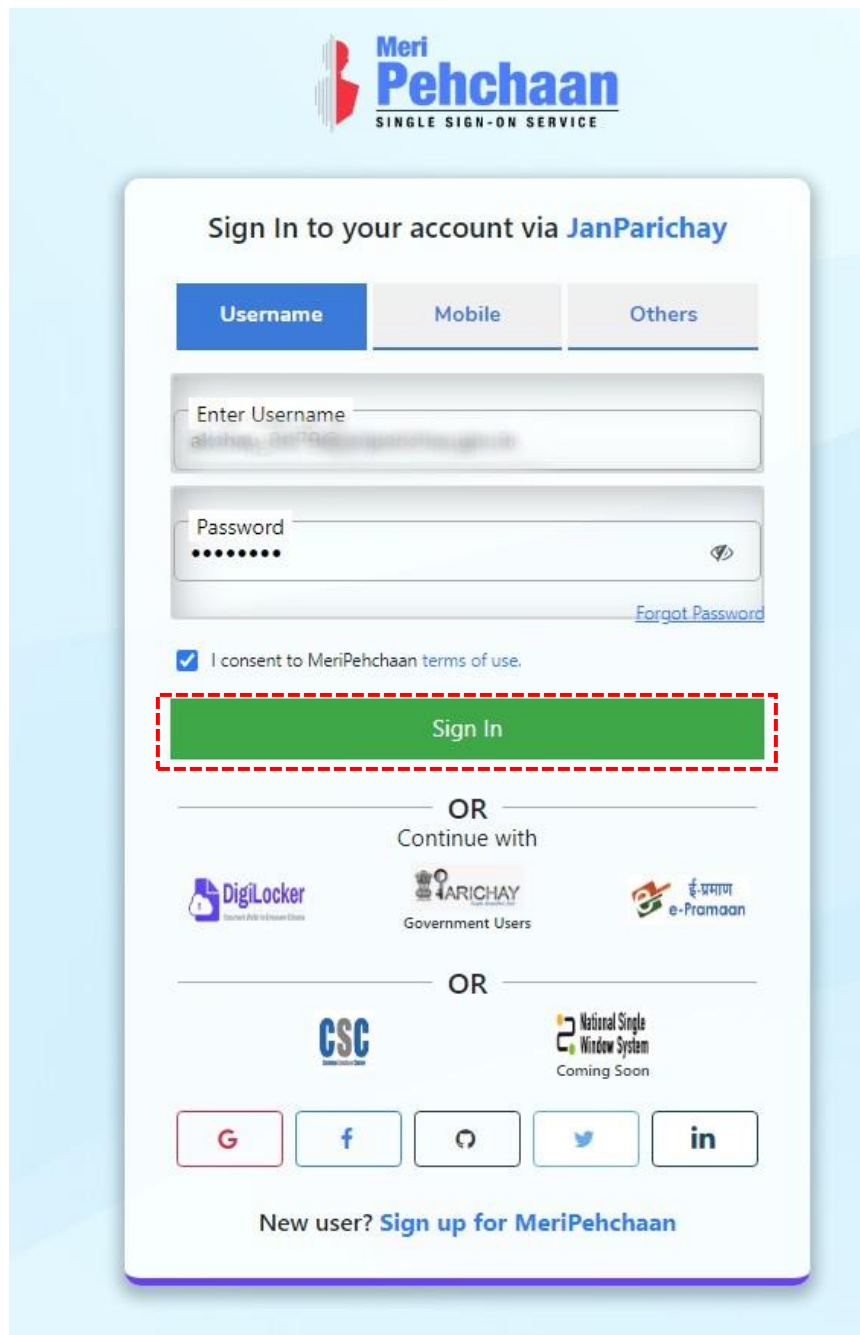
Fig. 7

Authentication Methods 1: User Name & Password (Default)

Step A: User needs to enter the **User Name** and **Password** linked with his/her JanParichay account in the required fields.

Step B: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 8)

Step C: Click the “**Sign In**” button to continue.



The image shows the Meri Pehchaan Sign In interface. At the top is the Meri Pehchaan logo with the tagline 'SINGLE SIGN-ON SERVICE'. Below the logo, the text 'Sign In to your account via JanParichay' is displayed. There are three tabs: 'Username' (selected), 'Mobile', and 'Others'. Under the 'Username' tab, there is a text input field labeled 'Enter Username' with a placeholder 'alokhas, 08702000000000000000'. Below this is a password input field labeled 'Password' with a masked password '.....' and a toggle icon. A link 'Forgot Password' is located to the right of the password field. Below the password field is a checkbox labeled 'I consent to MeriPehchaan terms of use.' which is checked. A large green 'Sign In' button is highlighted with a red dashed border. Below the button, there is a section titled 'OR Continue with' with three options: 'DigiLocker', 'JANPARICHAY Government Users', and 'ई-प्रमाण e-Pramaan'. Another 'OR' section follows with 'CSC' and 'National Single Window System Coming Soon'. At the bottom, there are social media icons for Google, Facebook, and others. A link 'New user? Sign up for MeriPehchaan' is at the very bottom.

Fig. 8

>>>User will be redirected to Two-**Step** Authentication.

Step D: Choose any **one** of the Second factor Authentication option (OTP on Email, OTP on Mobile, or Backup Code Authentication) and click the “Next” button to proceed. (Refer Fig. 9)

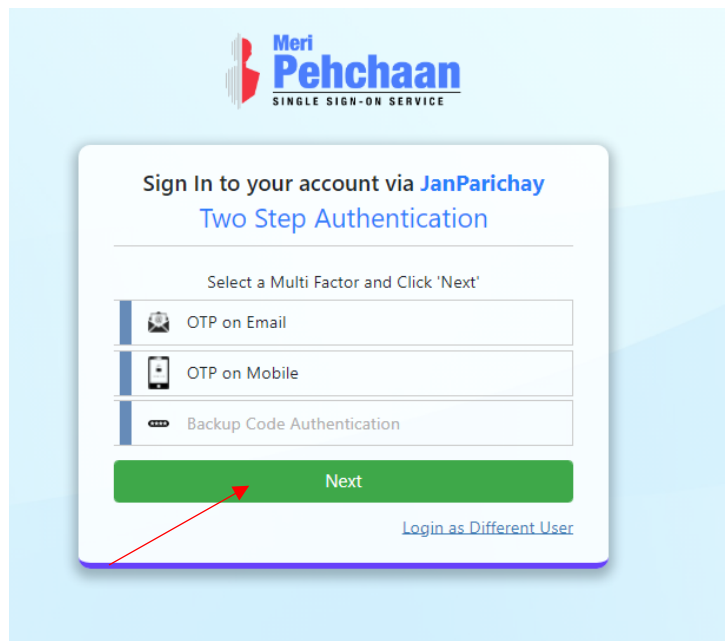


Fig. 9

Step E: Enter the OTP/Backup Code received on the linked Mobile/Email and click on “Sign In” button to proceed. (Refer Fig. 10)

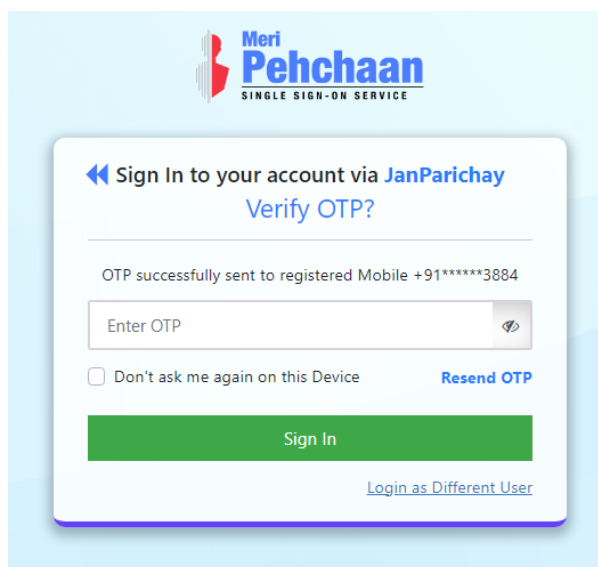


Fig. 10

****User has successfully Logged In to JanParichay using **User Name and Password**.

Authentication Methods 2: Mobile Number

Step A: User needs to enter their registered **Mobile Number** and **Password** in the required fields or tap on the “Password Less Authentication” to authenticate via “OTP on Mobile.”

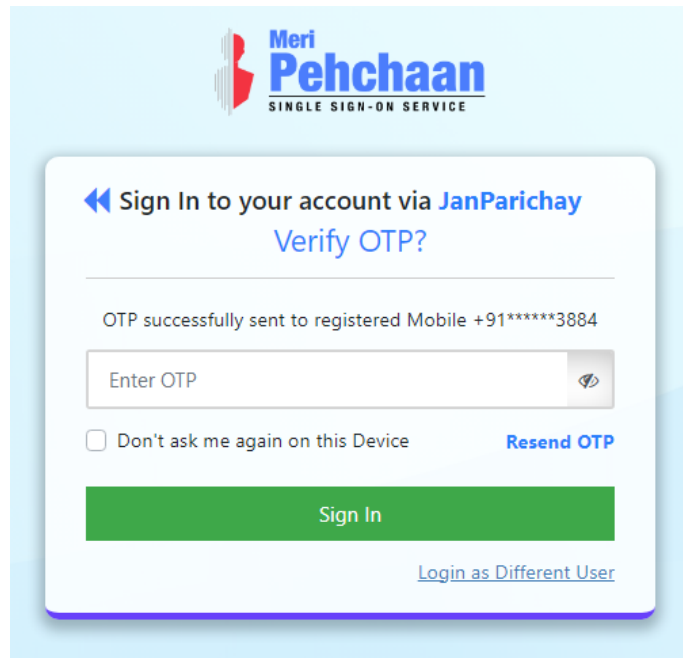
Step B: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 11)

Step C: Click the “**Sign In**” button to continue.

Fig. 11

Note: Using the **Password Less Authentication**, users can directly login to the JanParichay (Meri Pehchaan) by providing the OTP received on their registered number.

Step D: Enter the “**OTP received on Mobile Number**” and click the “**Sign In**” button to proceed. (Refer Fig. 12)



The screenshot displays the 'Meri Pehchaan' login interface. At the top, the logo 'Meri Pehchaan' is shown with the tagline 'SINGLE SIGN-ON SERVICE'. Below the logo, a white card contains the heading 'Sign In to your account via JanParichay' and 'Verify OTP?'. A message states 'OTP successfully sent to registered Mobile +91*****3884'. There is an input field labeled 'Enter OTP' with a toggle icon on the right. Below the input field, there is a checkbox labeled 'Don't ask me again on this Device' and a blue link 'Resend OTP'. A large green button labeled 'Sign In' is positioned below the checkbox. At the bottom right of the card, there is a link 'Login as Different User'.

Fig. 12

****User has successfully logged in to JanParichay (Meri Pehchaan) using **Mobile Number Authentication**.

Authentication Methods 3: Email/PAN/Aadhaar/Service Id/DL (Others)

Meri Pehchaan
SINGLE SIGN-ON SERVICE

Sign In to your account via JanParichay

Username Mobile Others

Email

Email
Aadhaar
Service Id
PAN
Driving License

Forgot Password

☐ Password Less Authentication

☒ I consent to MeriPehchaan terms of use.

OR

Continue with

Digilocker JANICHAY Government Users e-Pramaan

OR

CSC National Single Window System Coming Soon

G f t w in

New user? Sign up for MeriPehchaan

Method 3.1:- Email

Step A: Choose the “Email” option from the drop-down menu.

Step B: User needs to enter their registered **Email Id** and **Password** in the required fields or tap on the “Password Less Authentication” to authenticate via “OTP on Email Id.”

Step C: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 13)

Step D: Click the “**Sign In**” button to continue.

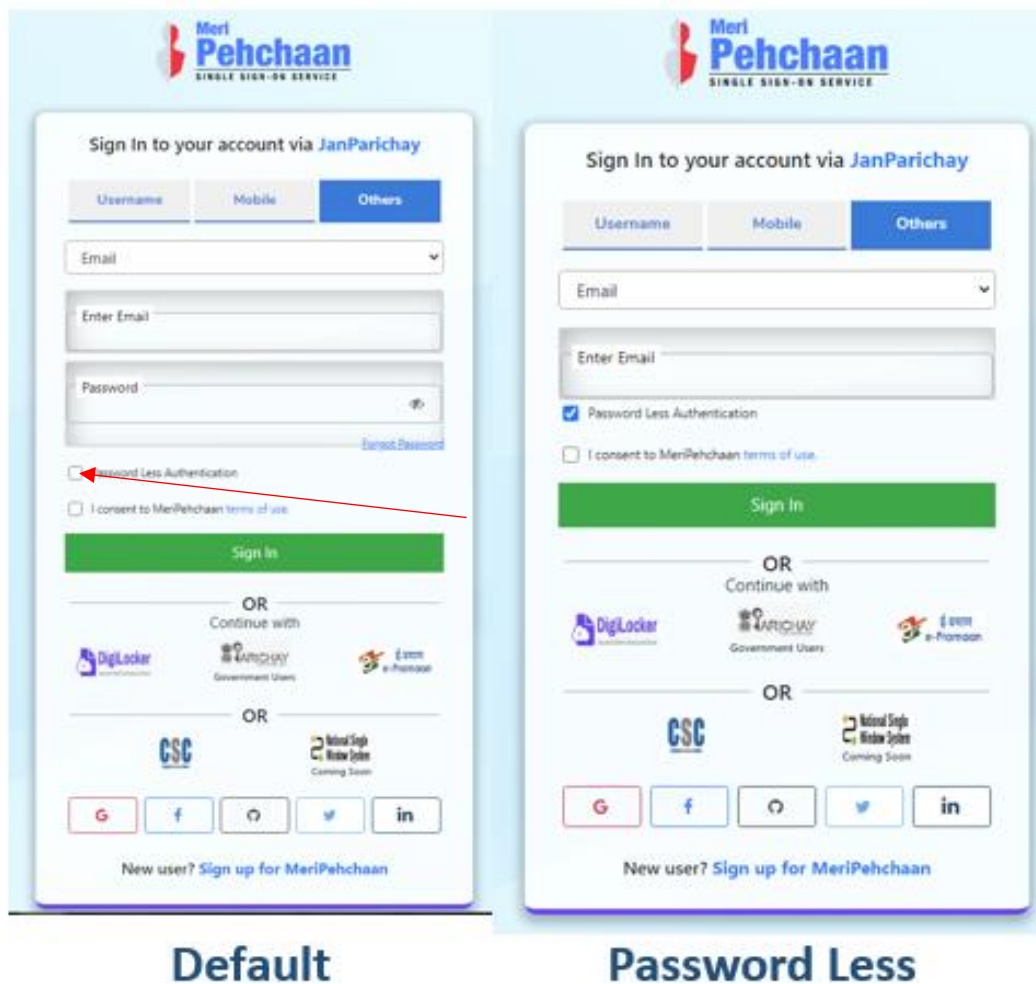


Fig. 13

Note: Using the **Password Less Authentication**, users can directly login to the JanParichay (Meri Pehchaan) by providing the OTP received on their registered **Email Id**.

Now, the user will be redirected to the OTP verification page.

Step E: Enter the “**OTP received on Email Id**” and click the “**Sign In**” button to proceed. (Refer Fig. 14)

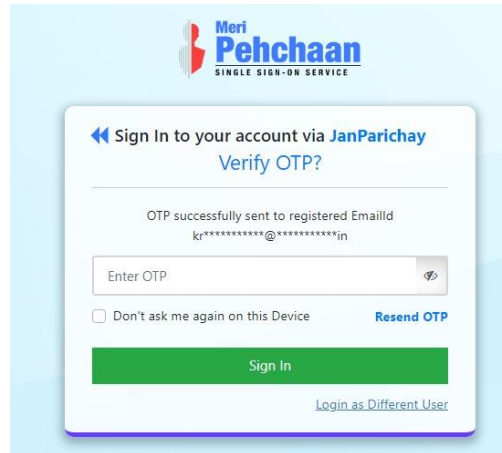


Fig. 14

***User has successfully logged in to JanParichay (Meri Pehchaan) using **Email Id Authentication**.

Method 3.2:- Aadhaar Authentication

Step A: Choose the “Aadhaar” option from the drop-down menu.

Step B: User needs to enter the Aadhaar Number and Password linked with his/her JanParichay account in the required fields.

Step C: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 15)

Step D: Click the “**Sign In**” button to continue.

Fig. 15

Now, the user will be redirected to the “OTP” verification page.

Step E: Enter the “OTP” received on your registered mobile number and click “Sign In” button to proceed. (Refer. 16)

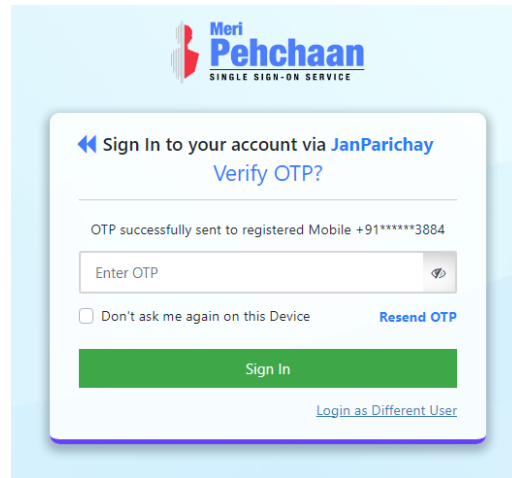


Fig. 16

***User has successfully Logged In to JanParichay using **Aadhaar authentication**.

Method 3.3:- Service Id

Step A: Choose the “Service Id” option from the drop-down menu.

Step B: User needs to enter the **Service Id** and **Password** linked with Service integrated with JanParichay in the required fields.

Step C: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 17)

Step D: Click the “**Sign In**” button to continue.

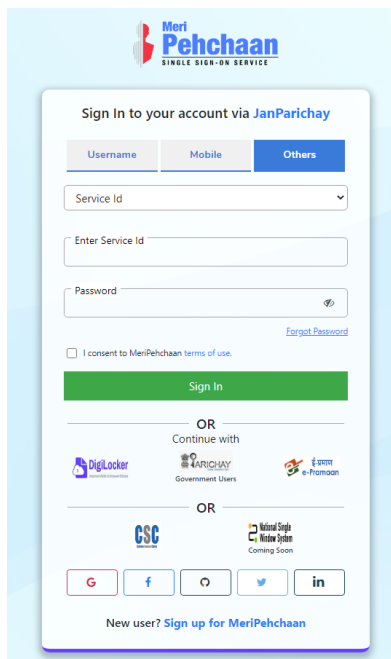
The screenshot shows the 'Meri Pehchaan' login page. At the top is the logo with the tagline 'SINGLE SIGN-ON SERVICE'. Below it, a heading says 'Sign In to your account via JanParichay'. There are three tabs: 'Username', 'Mobile', and 'Others', with 'Others' selected. Under the 'Others' tab, there is a dropdown menu labeled 'Service Id'. Below this is a text input field for 'Enter Service Id' and a password input field with an eye icon. A 'Forgot Password' link is next to the password field. A checkbox for 'I consent to MeriPehchaan terms of use' is present. A large green 'Sign In' button is below the consent checkbox. Below the button, it says 'OR Continue with' and shows logos for 'DigLocker', 'JANPARICHAY Government Users', and 'e-Pehchaan'. Another 'OR' section follows with logos for 'GSC' and 'National Single Window System Coming Soon'. At the bottom, there are social media icons for Google, Facebook, and LinkedIn. A link at the very bottom says 'New user? Sign up for MeriPehchaan'.

Fig. 17

Now, the user will be redirected to the “OTP” verification page.

Step E: Enter the “OTP” received on your mobile number linked with the service Id and click “Sign In” button to proceed. (Refer. 18)

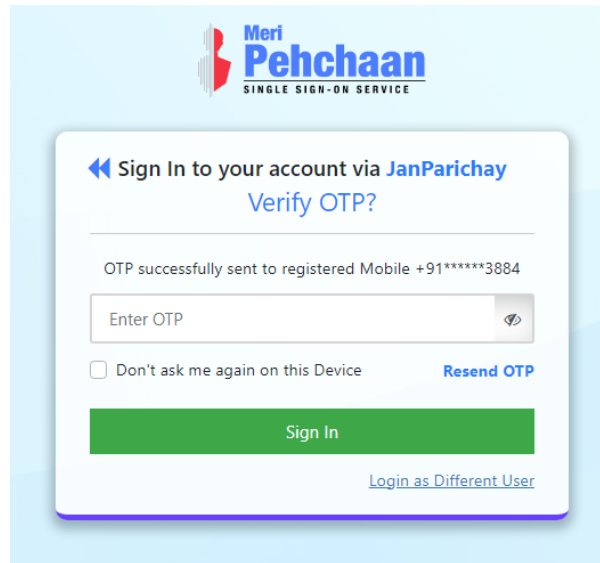


Fig. 18

****User has successfully Logged In to JanParichay using **Service Id authentication**.

Method 3.4:- PAN

Step A: Choose the “PAN” option from the drop-down menu.

Step B: User needs to enter the PAN Number and Password linked with his/her JanParichay account in the required fields.

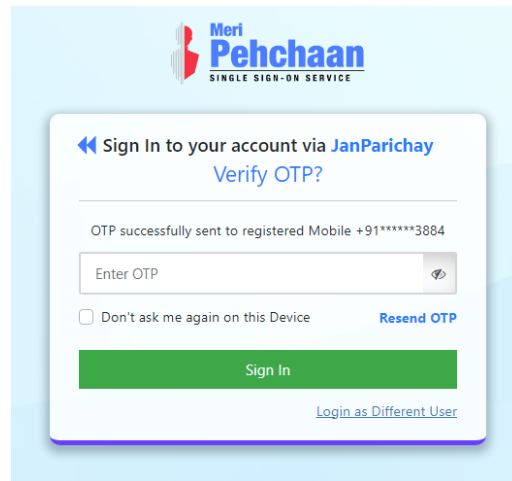
Step C: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 19)

Step D: Click the “**Sign In**” button to continue.

Fig. 19

Now, the user will be redirected to the “OTP” verification page.

Step E: Enter the “OTP” received on your registered mobile number and click “Sign In” button to proceed. (Refer. 20)



The screenshot shows a mobile application interface for JanParichay. At the top, there is a logo for 'Meri Pehchaan SINGLE SIGN-ON SERVICE'. Below the logo, the text reads 'Sign In to your account via JanParichay' and 'Verify OTP?'. A message states 'OTP successfully sent to registered Mobile +91*****3884'. There is an input field labeled 'Enter OTP' with a toggle icon on the right. Below the input field, there is a checkbox labeled 'Don't ask me again on this Device' and a link 'Resend OTP'. A large green button labeled 'Sign In' is at the bottom. At the very bottom, there is a link 'Login as Different User'.

Fig. 20

****User has successfully Logged In to JanParichay using **PAN authentication**.

Method 3.5:- Driving License

Step A: Choose the “Driving License” option from the drop-down menu.

Step B: User needs to enter the Driving License Number and Password linked with his/her JanParichay account in the required fields.

Step C: Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 21)

Step D: Click the “**Sign In**” button to continue.

Fig. 21

Now, the user will be redirected to the “OTP” verification page.

Step E: Enter the “OTP” received on your registered mobile number and click “Sign In” button to proceed. (Refer. 22)

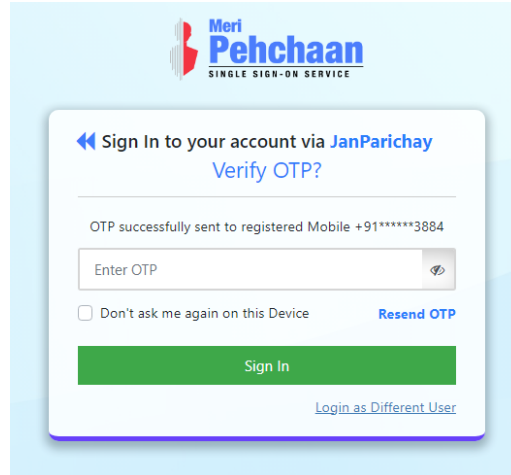


Fig. 22

****User has successfully Logged In to JanParichay using **Driving License authentication**.

Jan Parichay - User Dashboard

Now, we will take a look at the Jan Parichay SSO functionality and other security features offered by the application. Once you understand all the features, you can change the settings as per your requirement.

How to access SSO functionality?

After login to the application, you will be navigated to the Dashboard. All the services integrated with Jan Parichay will appear on the screen.

Given-below are the various features of Jan Parichay (Meri-Pehchaan) dashboard:

Feature 1: Search tab

User can search a service link on the dashboard by entering the service name in the Search tab and click on the blue “**search**” button provided at the top menu of the dashboard. (Refer Fig, 23)

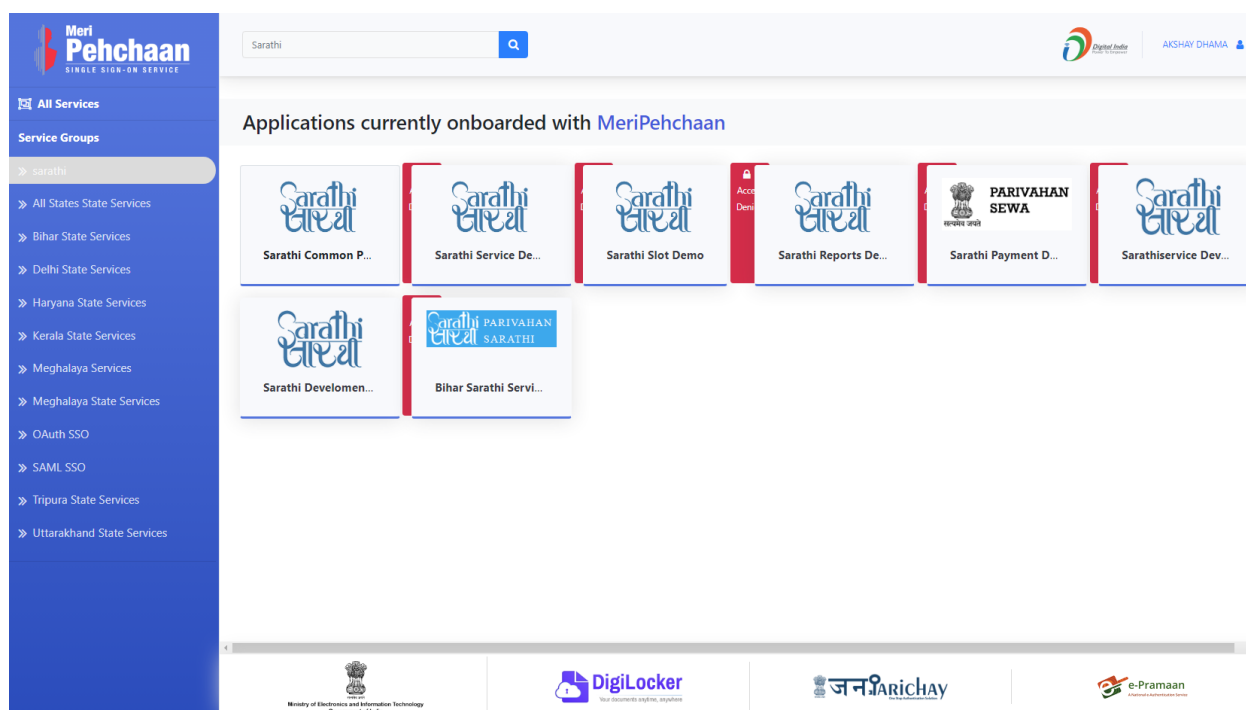


Fig. 23

Feature 2: Access Service

Step 1: Search or scroll to find the service you want to access.

Step 2: Click on the Service tile.

A pop-up will appear on the screen.

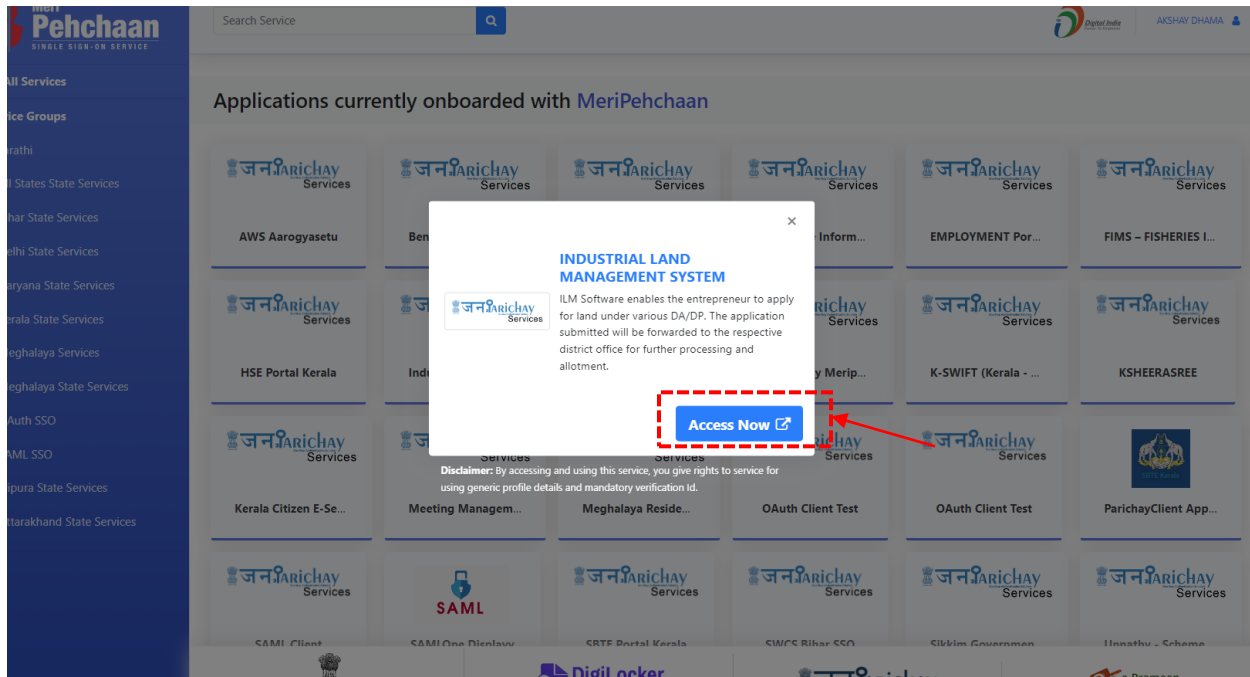


Fig. 24

Step 3: Click on the “Access Now” button to proceed. (Refer Fig. 24)

Feature 3: Account Settings

Step 1: Click on the Top-right menu, then click on the “Settings” option to proceed. (Refer Fig. 25)

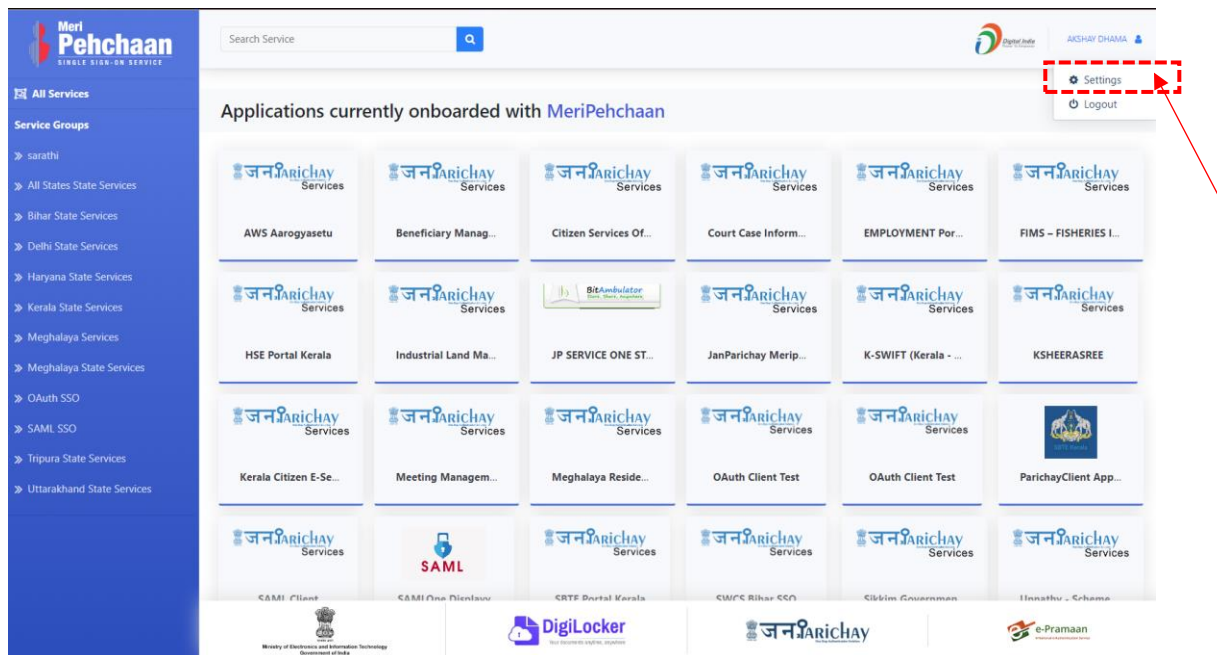


Fig. 25

You will be redirected to the Account Settings tab by default.

Step 2: Now, you can modify/update various settings via “OTP” verification such as: Alert & Notifications, Update Password, Deactivate Account, and Authentication. (Refer Fig. 26)

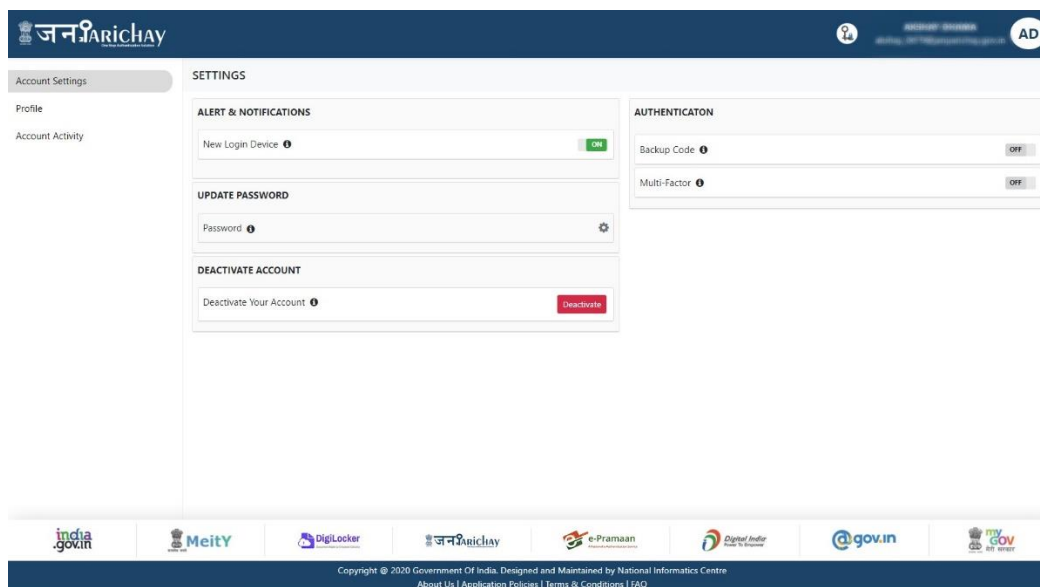


Fig. 26

Note: To understand the detailed process of enabling Multi-factor authentication using the Parichay Authenticator application, kindly refer to the Parichay Authenticator User Manual.

Feature 3: Profile

Step 1: Go to Settings > Profile.

Step 2: You can modify your profile details by clicking the “Edit Profile” link. (Refer Fig. 27)

Fig. 27

Step 3: You can update the changes in your profile details via “OTP” verification. Firstly, click the “Send OTP” button and then fill the (Refer Fig. 28)

Fig. 28

Note: The user can only change the “Other” details if the KYC (Aadhaar/DL/PAN) is completed for the account.

A pop-up “Profile Details updated successfully” will appear on your screen.

Feature 4: Account Activity

Step 1: Go to Settings > Account Activity.

Step 2: Here, users can see and keep a track on their recent activities. (Refer Fig. 29)

Account Settings

Profile

Account Activity

RECENT ACTIVITIES

Analytics

Logout from all Sessions

Show 6 entries

Operating System	IP	Browser	Location	Login Time	Valid Upto	Login With	Login Service	Logout
Windows	192.168.1.101	Chrome	Delhi, India	04-11-2022 14:59:24	05-11-2022 02:59:24	JanParichay	JanParichay	Current Session

Showing 1 to 1 of 1 entries

Previous 1 Next

USER DEVICES

Windows

Chrome

04-11-2022 14:59:24

Load Remember Devices

India.gov.in MeitY DigiLocker JanParichay e-Pramaan Digital India @gov.in myGov

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Fig. 29
