



सत्यमेव जयते



# JanParichay (Meri Pehchaan)

## User Manual v1.0



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## Introduction

This manual contains a **Step-by-Step** process of understanding:

1. How to login to Jan Parichay (Meri-Pehchaan) using different ways of authentication and,
2. How to use the various dashboard functionalities.

Once you understand all the authentication methods used for login, you can select the best option to secure your Jan Parichay account.

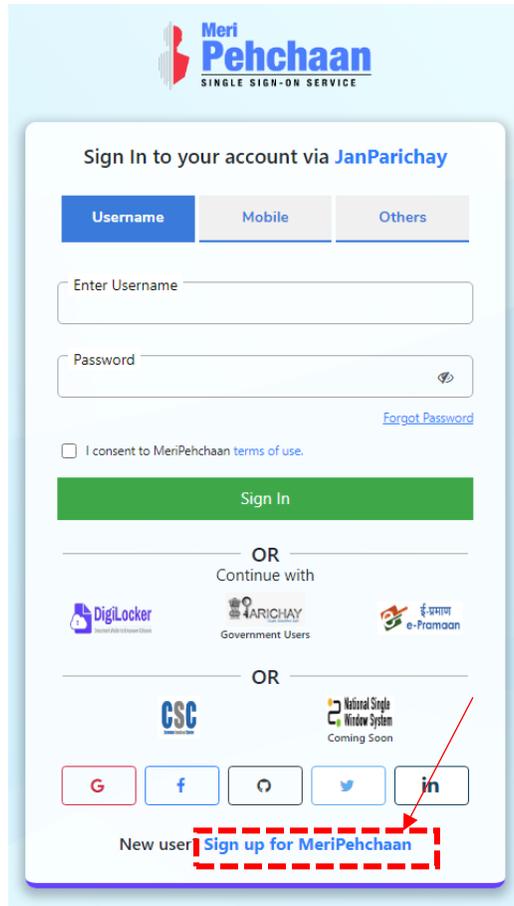
## How to register/Sign Up on Jan Parichay (Meri-Pehchaan)?

Following is the step-wise process to register/Sign-Up on JanParichay (Meri Pehchaan):

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>.

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

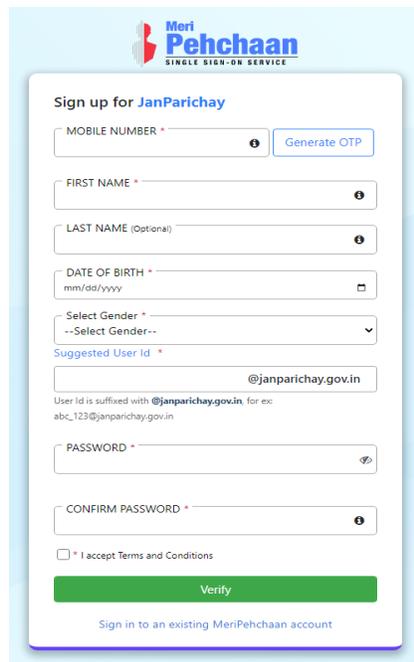
**Step 2:** Click on the link: “**Sign up for Meri-Pehchaan**” to proceed. (Refer Fig. 1)



The image shows the 'Sign In to your account via JanParichay' interface. At the top is the 'Meri Pehchaan SINGLE SIGN-ON SERVICE' logo. Below it, there are three tabs: 'Username' (selected), 'Mobile', and 'Others'. The 'Username' tab contains an input field for 'Enter Username' and a 'Password' field with an eye icon. A 'Forgot Password' link is located below the password field. A checkbox for 'I consent to MeriPehchaan terms of use.' is present. A green 'Sign In' button is below the consent checkbox. Below the 'Sign In' button, there is an 'OR' separator and 'Continue with' text. Three social login options are shown: 'DigLocker', 'ARICHAY Government Users', and 'ई-प्रमाण e-Prमाण'. Another 'OR' separator follows, with 'CSC' and 'National Single Window System Coming Soon' options. At the bottom, there are social media icons for Google, Facebook, and LinkedIn. A red dashed box highlights the 'Sign up for MeriPehchaan' link, which is preceded by the text 'New user:'. A red arrow points from the LinkedIn icon to the 'Sign up for MeriPehchaan' link.

Fig. 1

Now, you 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 title is 'Sign up for JanParichay'. It contains several input fields: 'MOBILE NUMBER \*' with a 'Generate OTP' button, 'FIRST NAME \*', 'LAST NAME (Optional)', 'DATE OF BIRTH \*' (with a date picker icon), 'Select Gender \*' (with a dropdown menu), and 'Suggested User Id \*' (with a pre-filled value '@janparichay.gov.in'). Below the user ID field, there is a note: 'User Id is suffixed with @janparichay.gov.in. for ex: abc\_123@janparichay.gov.in'. There are also 'PASSWORD \*' and 'CONFIRM PASSWORD \*' fields. A checkbox for 'I accept Terms and Conditions' is located below the password fields. A green 'Verify' button is at the bottom of the form. At the very bottom, there is a link: 'Sign in to an existing MeriPehchaan account'.

Fig. 2

**Step 3:** You 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 screenshot shows the 'Sign up for JanParichay' form. At the top, there is a logo for 'Meri Pehchaan SINGLE SIGN-ON SERVICE'. Below the logo, the form title is 'Sign up for JanParichay'. The form contains several input fields: a text field for 'FIRST NAME \*' with a placeholder 'Name', a text field for 'LAST NAME (Optional)' with a placeholder 'Kumar', a date picker for 'DATE OF BIRTH \*' with a placeholder '04/08/1998', a dropdown menu for 'Select Gender \*' with 'Other' selected, a text field for 'Suggested User Id \*' with a placeholder '1234567890' and a suffix '@janparichay.gov.in', a password field for 'PASSWORD \*' with masked characters '\*\*\*\*\*', and a confirm password field for 'CONFIRM PASSWORD \*' with masked characters '\*\*\*\*\*'. Below the password fields, there is a checkbox labeled '\* I accept Terms and Conditions' with a red arrow pointing to it. At the bottom of the form, there is a green 'Verify' button and a link 'Sign in to an existing MeriPehchaan account'.

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)

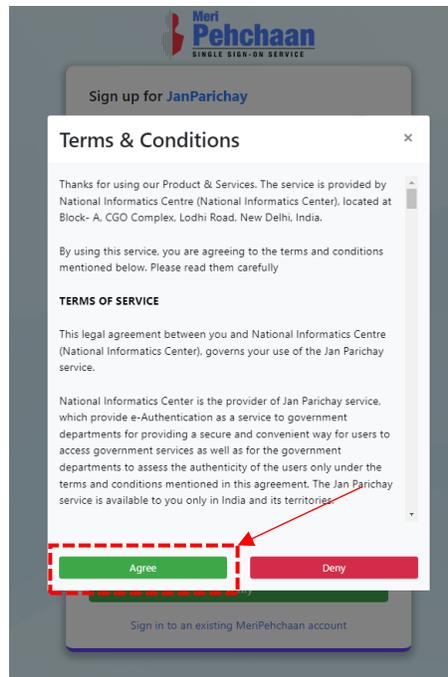


Fig. 4

**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)

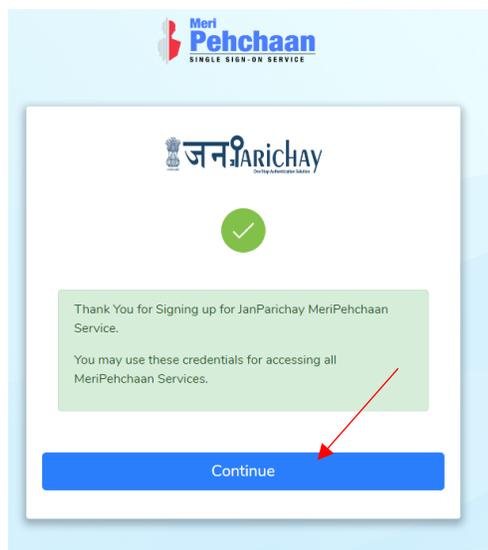


Fig. 5

\*\*\*\*\*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.

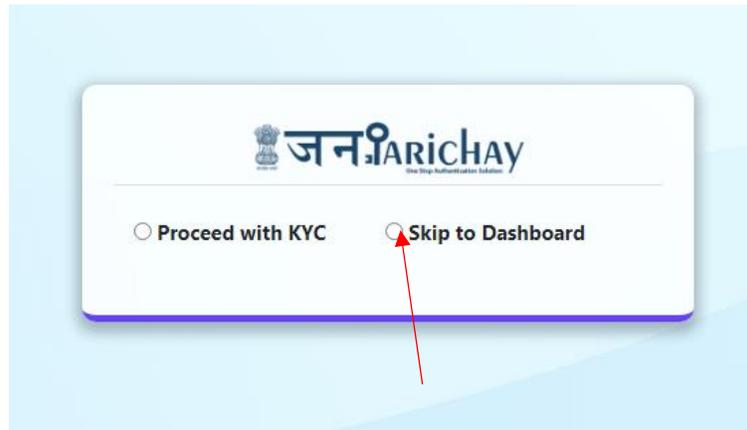
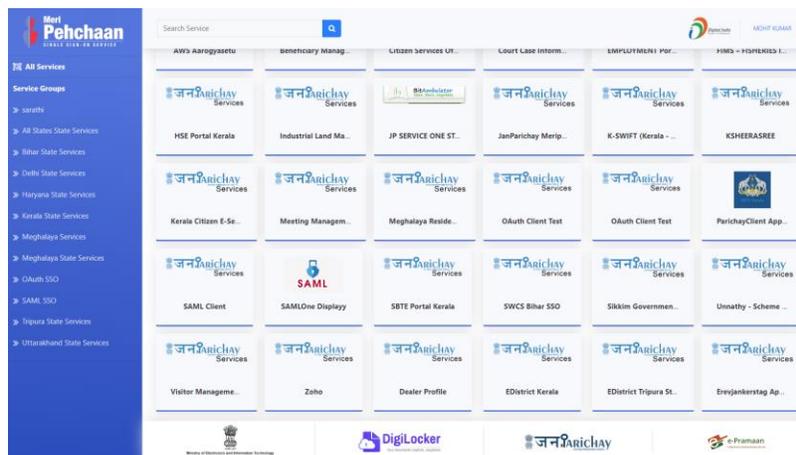


Fig. 6



**Jan Parichay User Dashboard**

## **User Migration of an Integrated Service User to JanParichay (Meri-Pehchaan)**

Following is the stepwise process of user migration from a service to JanParichay (Meri-Pehchaan):

Step 1: Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

The login page will appear on the screen.

Step 2: Enter the UserName & Password in the required fields, click the “check box” and then click the “**Sign In**” to proceed. (Refer Fig. 7)

Fig. 7

A consent pop-up will appear on your screen.

Step 3: Either click “**Link Account**” or “**Migrate Account**” option to continue. (Refer Fig. 8)

Fig. 8

**Case I: If you will choose “Link Account”**

>> You will need to login again using your existing “JanParichay Account Credentials” to proceed.

>> Then, you will be redirected to the JanParichay dashboard/Service Dashboard and your existing will be mapped from now.

**Case II: If you will choose “Migrate Account”**

>> A migration form will appear on your screen. Fill the form using the step-wise process given-below:  
(Refer Fig. 9)

The image shows a mobile registration form titled "Sign up for JanParichay". At the top, there is the "Meri Pehchaan" logo with the tagline "SINGLE SIGN-ON SERVICE". The form contains the following fields and elements:

- MOBILE NUMBER \***: A text input field with a "Generate OTP" button to its right.
- FIRST NAME \***: A text input field.
- LAST NAME (Optional)**: A text input field.
- DATE OF BIRTH \***: A date picker field with the format "mm/dd/yyyy".
- Select Gender \***: A dropdown menu with "--Select Gender--" as the placeholder.
- Suggested User Id \***: A text input field containing "@janparichay.gov.in". Below it, a note states: "User Id is suffixed with @Janparichay.gov.in, for ex: abc\_123@janparichay.gov.in".
- PASSWORD \***: A text input field with a strength indicator icon.
- CONFIRM PASSWORD \***: A text input field with a strength indicator icon.
- I accept Terms and Conditions**
- Verify**: A large green button.
- At the bottom: "Sign in to an existing MeriPehchaan account" link.

Fig.9

**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. 10)

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign up for JanParichay

9898984023

FIRST NAME \*  
Mohan

LAST NAME (Optional)  
Kumar

DATE OF BIRTH \*  
04/08/1998

Select Gender \*  
Other

Suggested User Id \*  
@janparichay.gov.in

User Id is suffixed with @janparichay.gov.in for ex:  
abc\_123@janparichay.gov.in

PASSWORD \*  
\*\*\*\*\*

CONFIRM PASSWORD \*  
\*\*\*\*\*

\* I accept Terms and Conditions

Verify

Sign in to an existing MeriPehchaan account

Fig. 10

**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. 11)

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign up for JanParichay

Terms & Conditions

Thanks for using our Product & Services. The service is provided by National Informatics Centre (National Informatics Center), located at Block- A, CGO Complex, Lodhi Road, New Delhi, India.

By using this service, you are agreeing to the terms and conditions mentioned below. Please read them carefully

**TERMS OF SERVICE**

This legal agreement between you and National Informatics Centre (National Informatics Center), governs your use of the Jan Parichay service.

National Informatics Center is the provider of Jan Parichay service, which provide e-Authentication as a service to government departments for providing a secure and convenient way for users to access government services as well as for the government departments to assess the authenticity of the users only under the terms and conditions mentioned in this agreement. The Jan Parichay service is available to you only in India and its territories.

Agree Deny

Sign in to an existing MeriPehchaan account

Fig. 11

**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. 12)

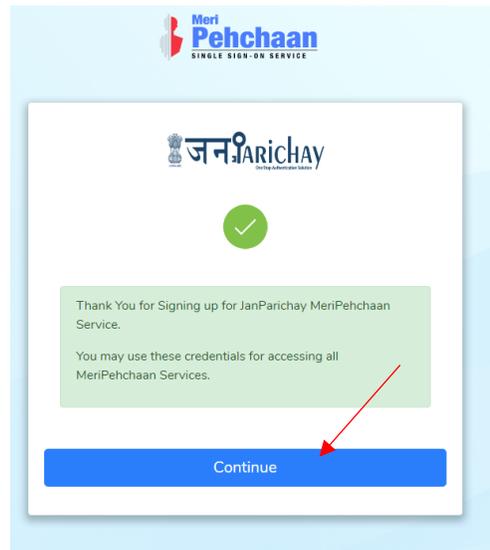


Fig. 12

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

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

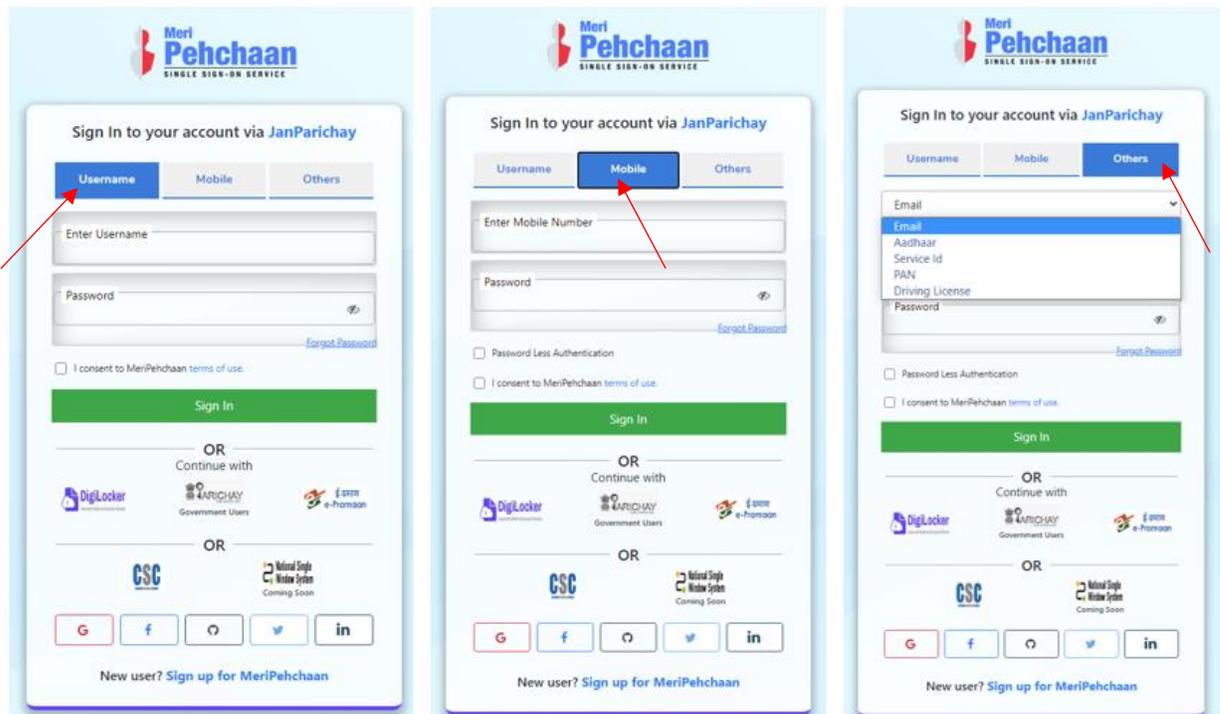
### > Log In via JanParichay

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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. 13)



**Method 1:**  
**UserName & Password**

**Method 2:**  
**Mobile Number**

**Method 3:**  
**Email/PAN/Aadhaar/  
Service Id/ DL**

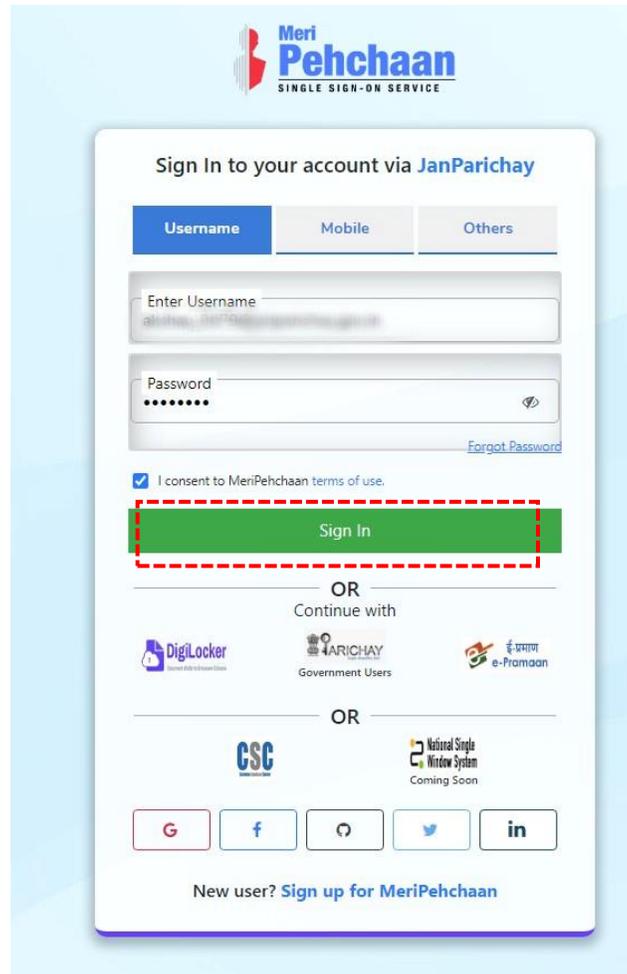
Fig. 13

## Authentication Methods 1: User Name & Password (Default)

**Step A:** User needs to enter the **UserName** 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. 14)

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



The screenshot displays the Meri Pehchaan login interface. At the top, the logo for Meri Pehchaan (SINGLE SIGN-ON SERVICE) is visible. Below it, the text reads "Sign In to your account via JanParichay". There are three tabs: "Username" (selected), "Mobile", and "Others". The "Enter Username" field contains the text "abhishek.jain@janparichay.gov.in". The "Password" field is masked with dots and has an eye icon to toggle visibility. A "Forgot Password" link is located below the password field. A checkbox is checked, with the text "I consent to MeriPehchaan terms of use." Below this, a green "Sign In" button is highlighted with a red dashed border. Underneath, there are two "OR" sections. The first section says "Continue with" and lists "DigiLocker", "JANPARICHAY Government Users", and "ई-प्रमाण e-Pramaan". The second section lists "CSC" 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. 14

>>>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. 15)

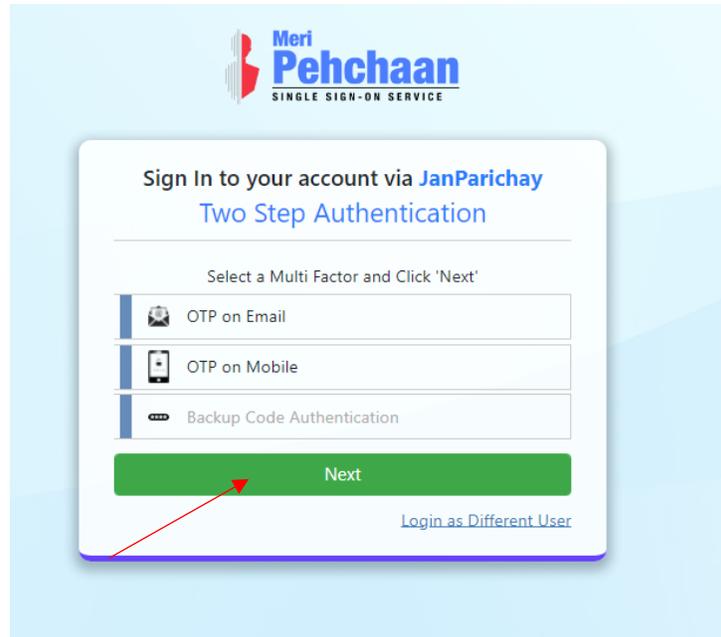


Fig. 15

**Step E:** Enter the OTP/Backup Code received on the linked Mobile/Email and click on “Sign In” button to proceed. (Refer Fig. 16)

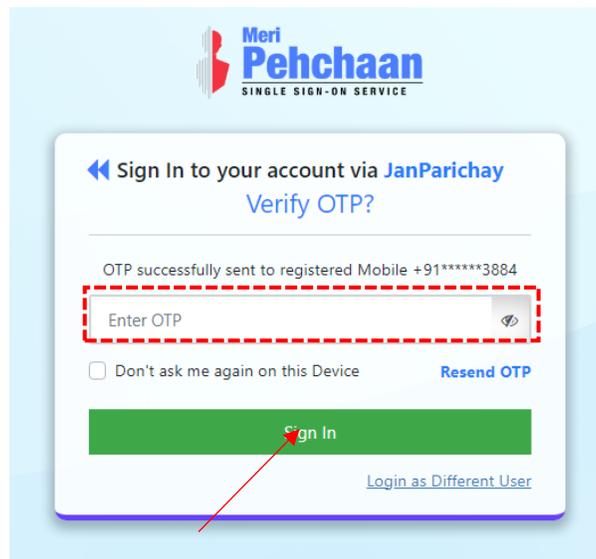


Fig. 16

\*\*\*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. 17)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign In to your account via JanParichay

Username Mobile Others

Enter Mobile Number

Password Less Authentication

I consent to MeriPehchaan terms of use.

Sign In

OR

Continue with

DigiLocker ARICHAY Government Users e-Pramaan

OR

GSC National Single Window System Coming Soon

G f

New user? [Sign up for MeriPehchaan](#)

Fig. 17

**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. 18)

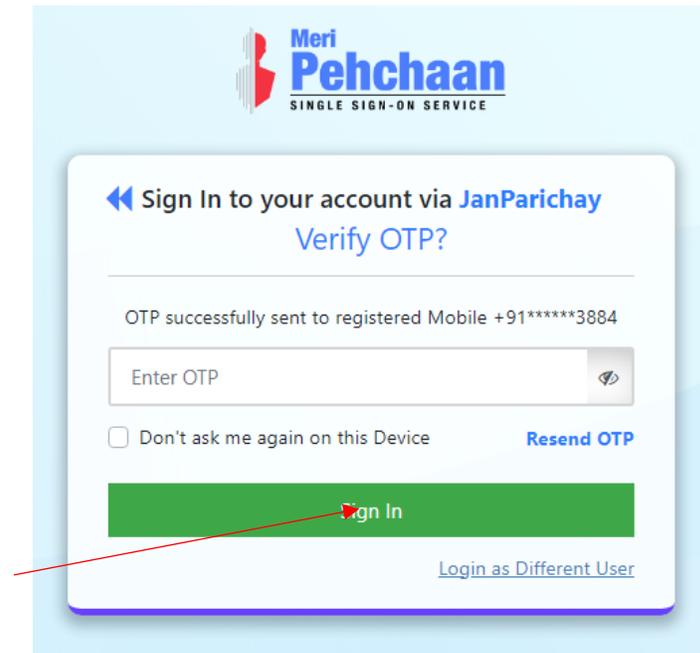


Fig. 18

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

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

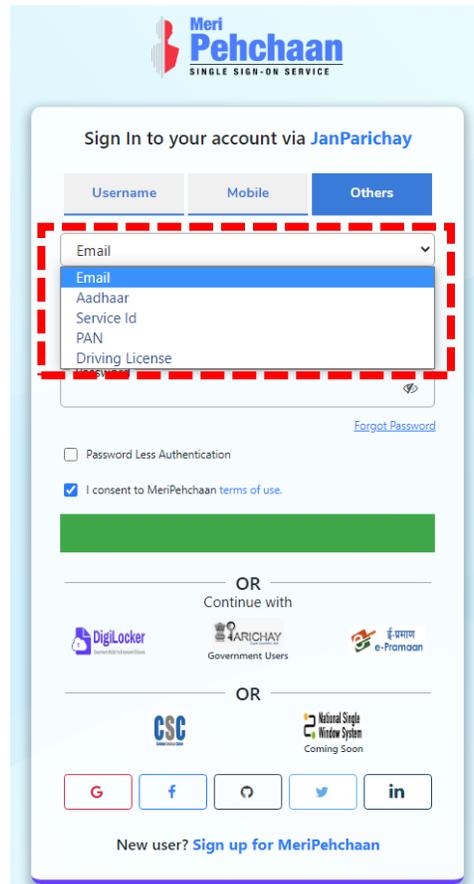


Fig. 19

### 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. 20)

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

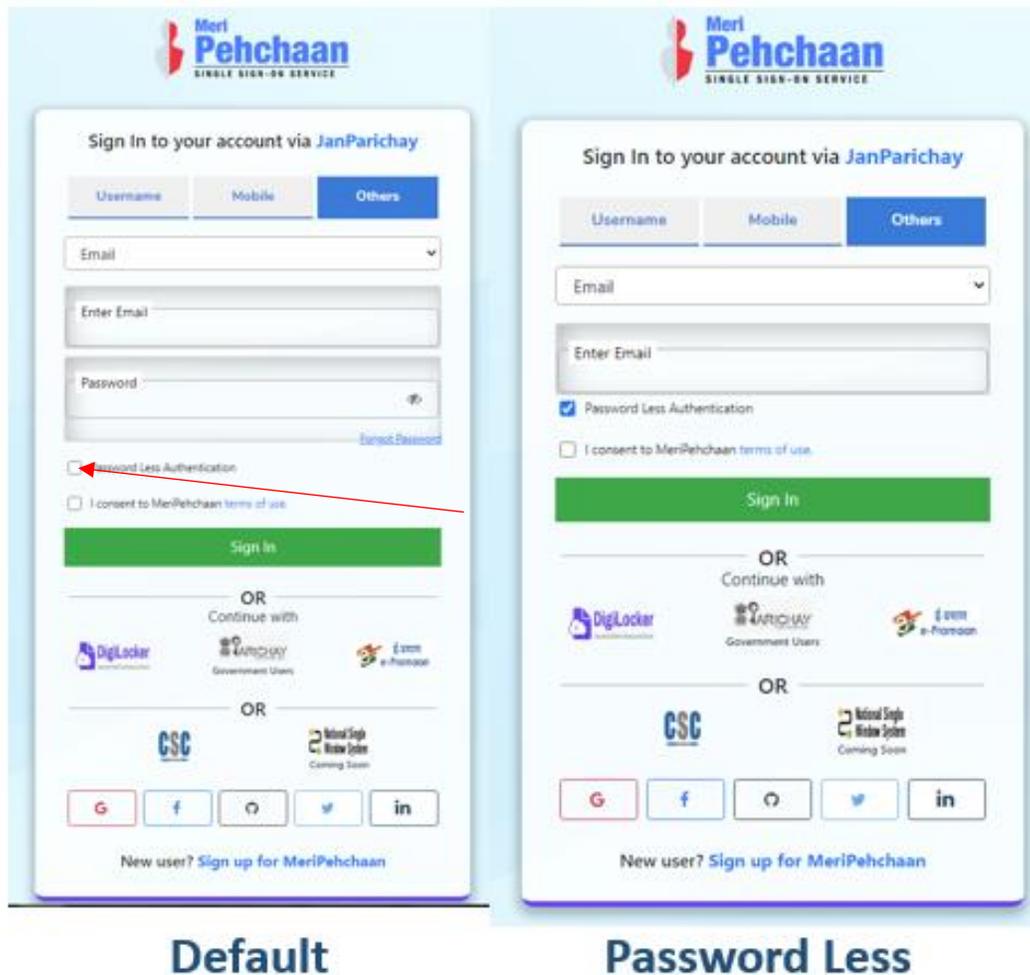


Fig. 20

**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. 21)

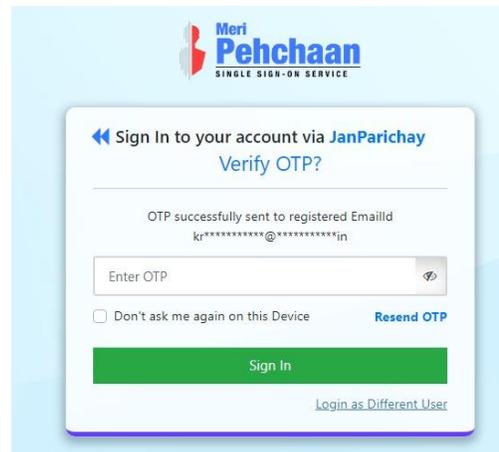


Fig. 21

\*\*\*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. 22)

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

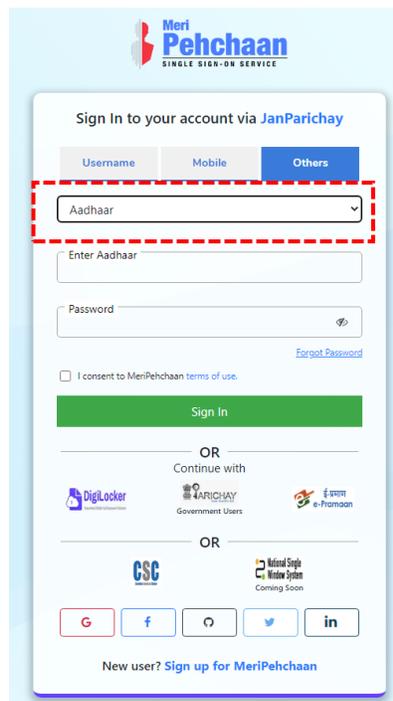


Fig. 22

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. 23)

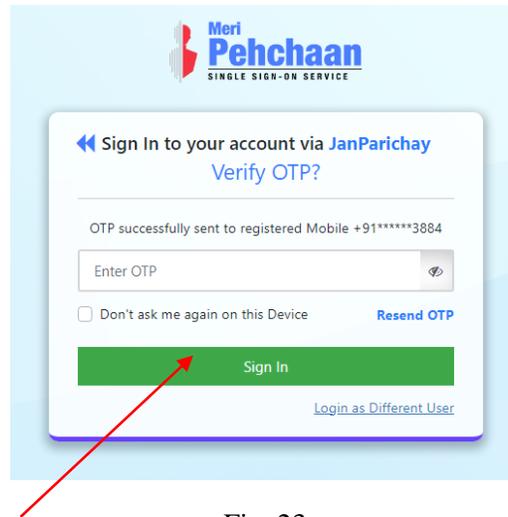


Fig. 23

\*\*\*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. 24)

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

Sign In to your account via JanParichay

Username Mobile Others

Service Id

Enter Service Id

Password

[Forgot Password](#)

I consent to MeriPehchaan terms of use

Sign In

OR

Continue with

DigLocker JanParichay Government Users e-Pehchaan e-Pehchaan

OR

GSC National Single Window System Coming Soon

[G](#) [f](#) [wa](#) [t](#) [in](#)

New user? [Sign up for MeriPehchaan](#)

Fig. 24

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. 25)

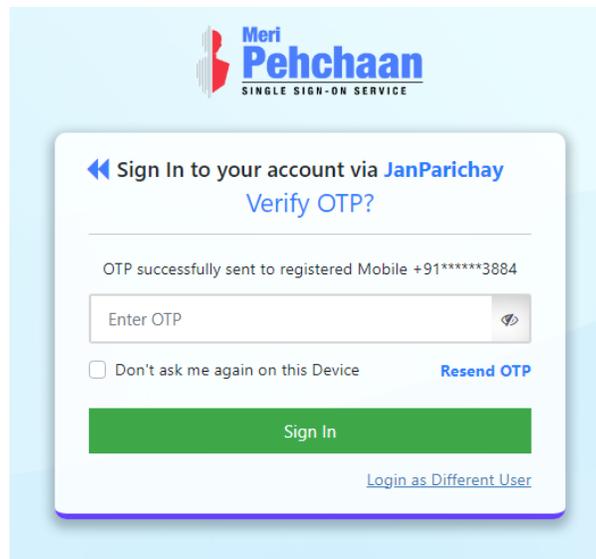


Fig. 25

\*\*\*\*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. 26)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign In to your account via JanParichay

Username Mobile Others

PAN

Enter PAN

Password

[Forgot Password](#)

I consent to MeriPehchaan [terms of use](#).

Sign In

OR  
Continue with

DigLocker JANRICHAY Government Users e-Pramaan

OR

CSC National Single Window System Coming Soon

G f

New user? [Sign up for MeriPehchaan](#)

Fig. 26

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. 27)

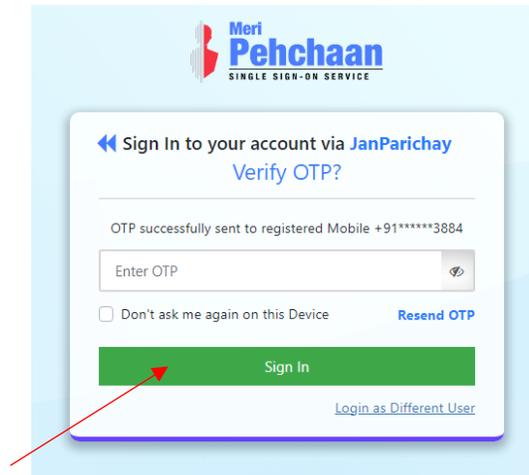


Fig. 27

\*\*\*\*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. 28)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign In to your account via JanParichay

Username Mobile Others

Driving License

Enter Driving License

Password

[Forgot Password](#)

I consent to MeriPehchaan terms of use.

Sign In

OR

Continue with

DigiLocker ARICHAY Government Users ई-प्रमाण e-Pramaan

[G](#) [f](#) [in](#)

New user? [Sign up for MeriPehchaan](#)

Fig. 28

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. 29)

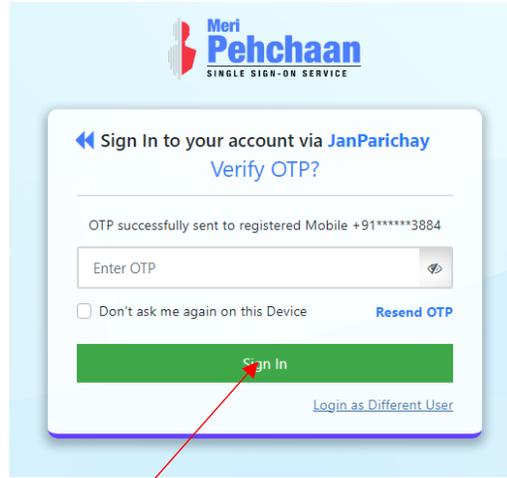


Fig. 29

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

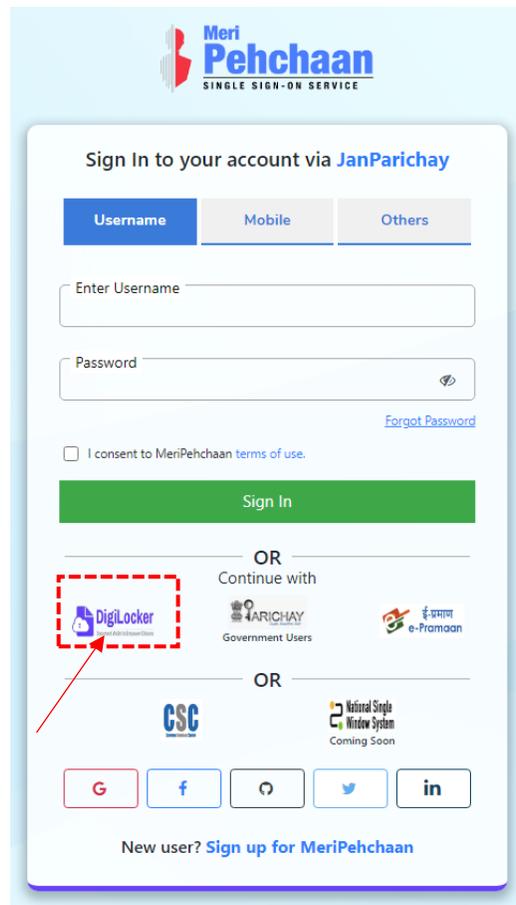
## > Log In via DigiLocker

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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

**Step 2:** Click the link to login with “DigiLocker.” (Refer. Fig. 30)



The screenshot displays the Meri Pehchaan login page. At the top, the logo for Meri Pehchaan (SINGLE SIGN-ON SERVICE) is visible. Below the logo, the text "Sign In to your account via JanParichay" is shown. There are three tabs: "Username" (selected), "Mobile", and "Others". Below the tabs are input fields for "Enter Username" and "Password". A "Forgot Password" link is located below the password field. A checkbox for "I consent to MeriPehchaan terms of use." is present. A green "Sign In" button is below the consent checkbox. Below the "Sign In" button, the text "OR Continue with" is displayed. There are three authentication options: "DigiLocker" (highlighted with a red dashed box and an arrow), "ARICHAY Government Users", and "ई-प्रमाण e-Pramaan". Below these, the text "OR" is shown, followed by "CSC" and "National Single Window System Coming Soon". At the bottom, there are social media icons for Google+, Facebook, and LinkedIn. A link for "New user? Sign up for MeriPehchaan" is at the very bottom.

Fig. 30

**Step 3:** Choose an Authentication method to login using DigiLocker account credentials. (Refer Fig. 31)

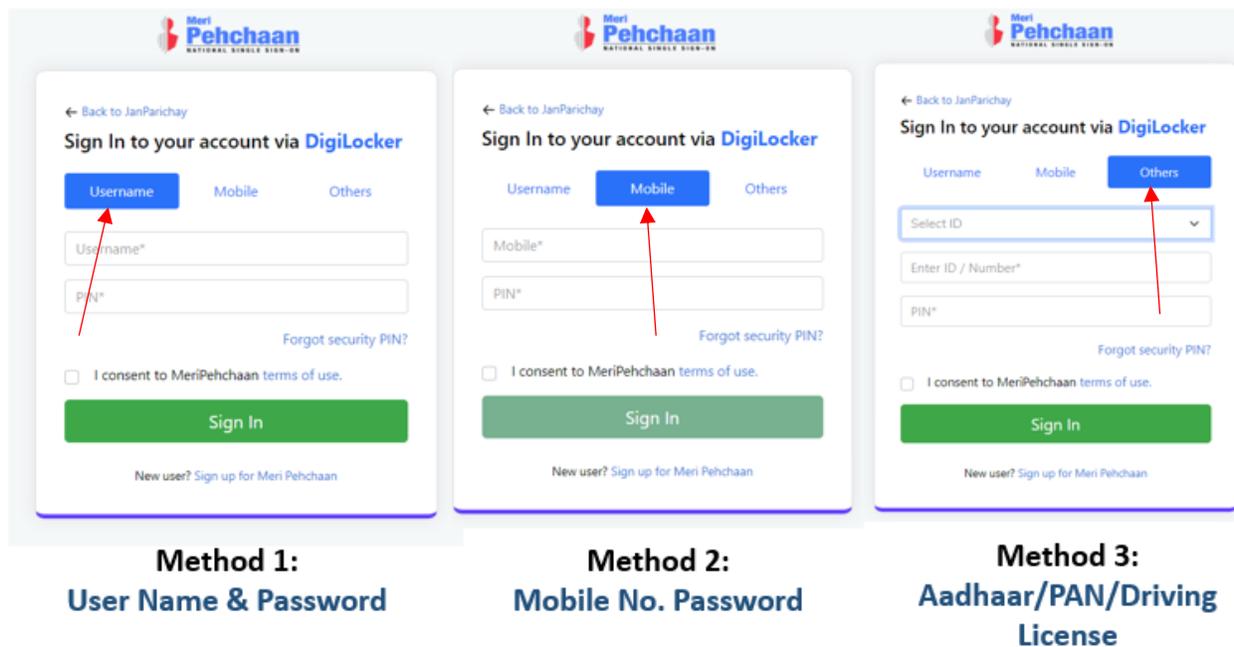


Fig.31

#### Step 4: Authentication Methods 1: User Name & Password (Default)

**Step A:** User needs to enter the **UserName** and **PIN** linked with their DigiLocker account in the required fields.

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

**Step C:** Click the “**Sign In**” button to continue. (Refer Fig. 32)

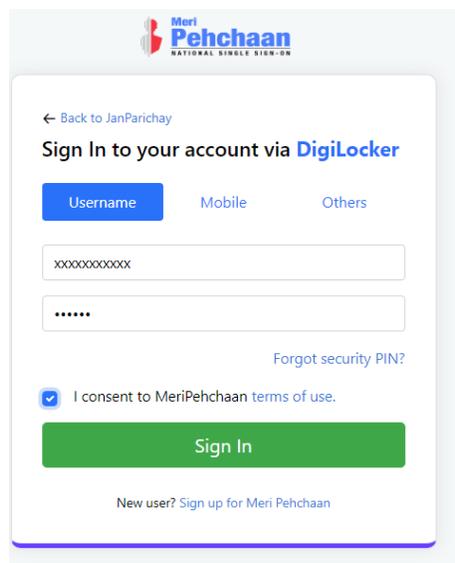


Fig. 32

**Step E:** Enter the OTP received on the linked Mobile/Email and click on “Sign In” button to proceed. (Refer Fig. 33)

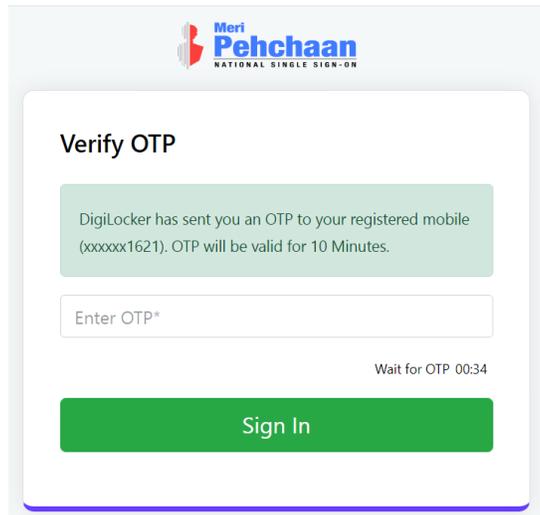


Fig. 33

\*\*\*\*User has successfully Logged In to JanParichay (Meri Pehchaan) using **User Name and Password via DigiLocker.**

## Authentication Methods 2: Mobile Number

**Step A:** User needs to enter their registered **Mobile Number** and **PIN** in the required fields.

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

**Step C:** Click the “**Sign In**” button to continue. (Refer Fig. 34)

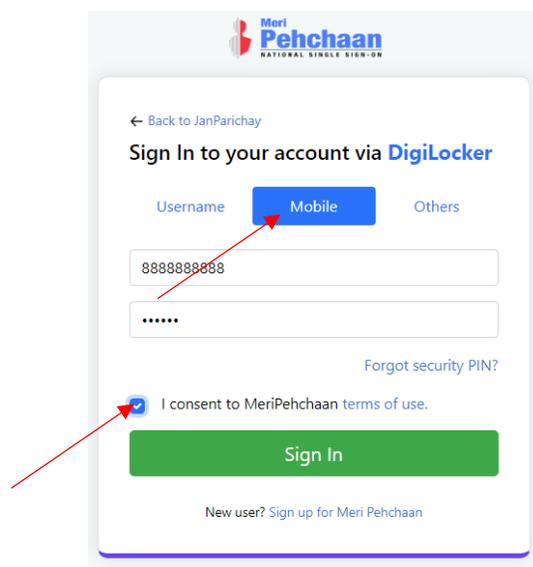


Fig. 34

**Step D:** Enter the “**OTP received on Mobile Number**” and click the “**Sign In**” button to proceed. (Refer Fig. 35)

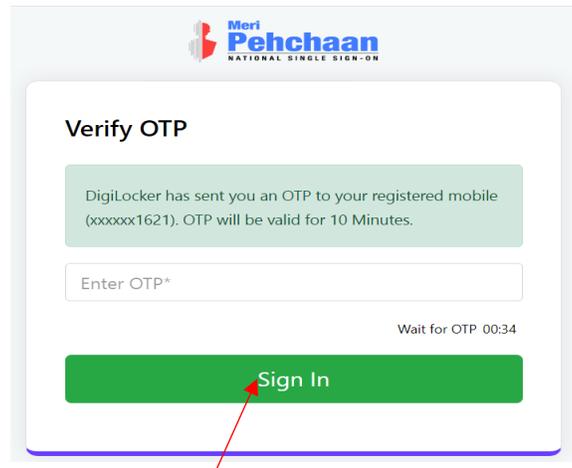
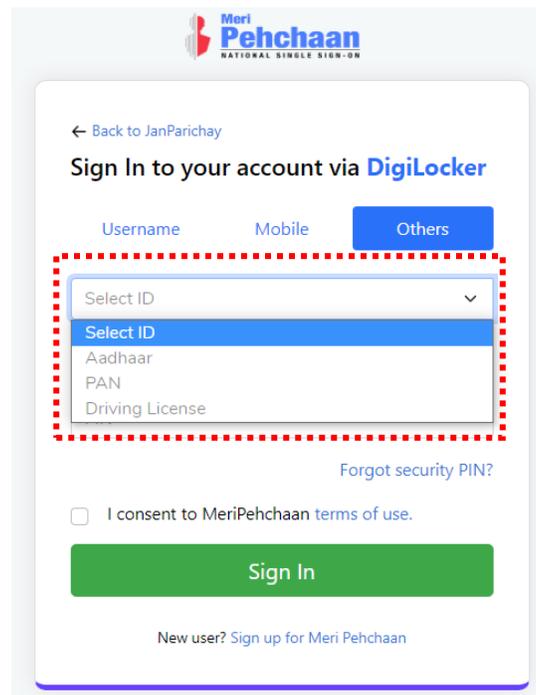


Fig. 35

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

## Authentication Methods 3: PAN/Aadhaar/DL (Others)



The screenshot shows the MeriPehchaan login screen. At the top, there is a logo for MeriPehchaan with the tagline 'NATIONAL SINGLE SIGN-ON'. Below the logo, there is a back arrow and the text 'Back to JanParichay'. The main heading is 'Sign In to your account via DigiLocker'. There are three tabs: 'Username', 'Mobile', and 'Others', with 'Others' being the active tab. A red dashed box highlights a dropdown menu labeled 'Select ID'. The dropdown menu is open, showing the following options: 'Select ID', 'Aadhaar', 'PAN', and 'Driving License'. Below the dropdown menu, there is a link for 'Forgot security PIN?'. There is a checkbox for 'I consent to MeriPehchaan terms of use.' and a green 'Sign In' button. At the bottom, there is a link for 'New user? Sign up for Meri Pehchaan'.

Fig. 36

### Method 3.1:- 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 their DigiLocker account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 37)

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

Meri Pehchaan  
NATIONAL SINGLE SIGN-ON

← Back to JanParichay

Sign In to your account via **DigiLocker**

Username    Mobile    **Others**

Aadhaar

666666666666

.....

[Forgot security PIN?](#)

I consent to MeriPehchaan terms of use.

**Sign In**

New user? [Sign up for Meri Pehchaan](#)

Fig. 37

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. 38)

Meri Pehchaan  
NATIONAL SINGLE SIGN-ON

Verify OTP

DigiLocker has sent you an OTP to your registered mobile (xxxxxx1621). OTP will be valid for 10 Minutes.

Enter OTP\*

Wait for OTP 00:34

**Sign In**

Fig. 38

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

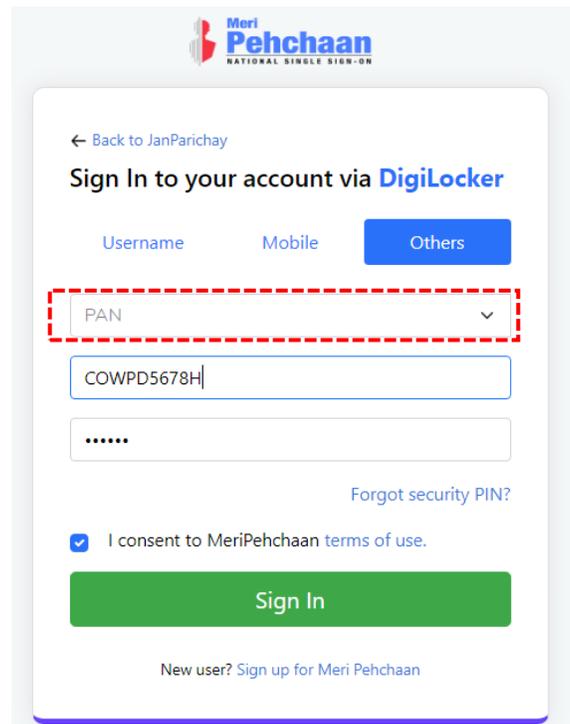
### Method 3.2:- PAN

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

**Step B:** You need to enter the PAN Number and Password linked with your DigiLocker account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 39)

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



The screenshot shows the Meri Pehchaan National Single Sign-On interface. At the top, there is a logo for Meri Pehchaan. Below it, a navigation bar includes a back arrow and the text "Back to JanParichay". The main heading is "Sign In to your account via DigiLocker". There are three tabs: "Username", "Mobile", and "Others", with "Others" being the active tab. A red dashed box highlights a dropdown menu currently set to "PAN". Below this, there is a text input field containing "COWPD5678H", a password field with masked characters ".....", and a link for "Forgot security PIN?". A checkbox is checked, with the text "I consent to MeriPehchaan terms of use.". A large green "Sign In" button is at the bottom, and a link for "New user? Sign up for Meri Pehchaan" is at the very bottom.

Fig. 39

Now, you 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. 40)

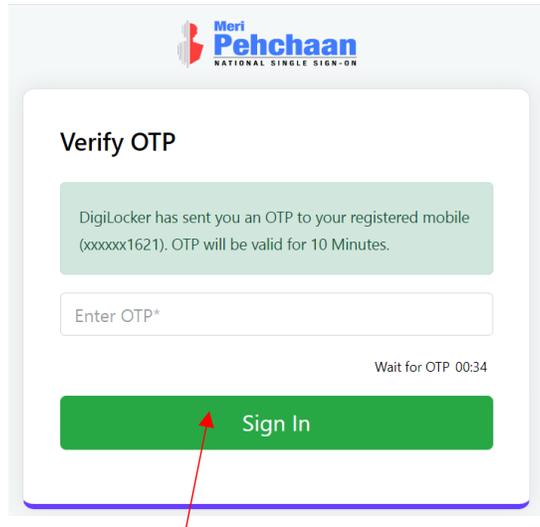


Fig. 40

\*\*\*\*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 PIN linked with his/her DigiLocker account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 41)

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

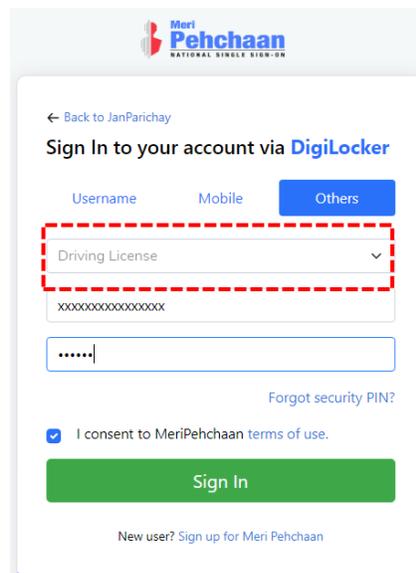


Fig. 41

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. 42)

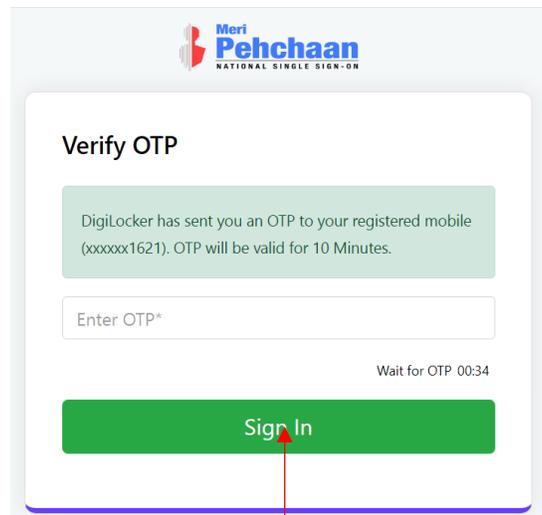


Fig. 42

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

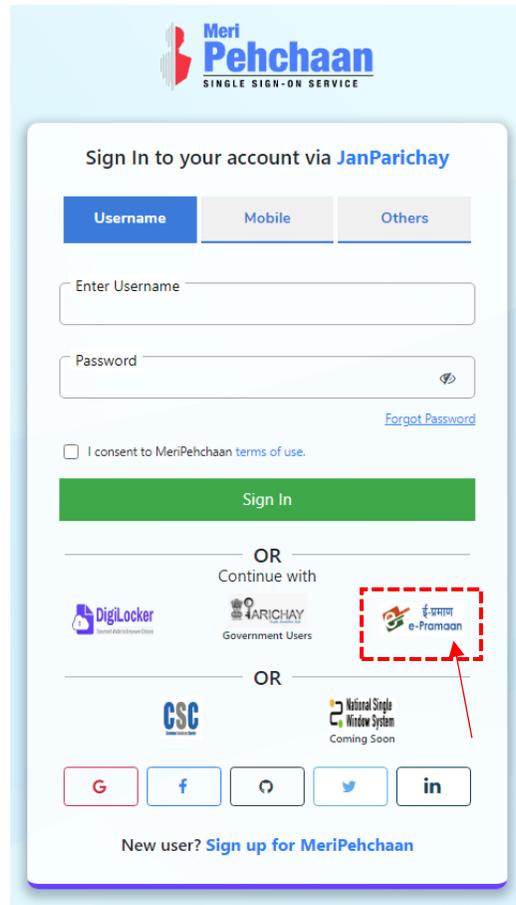
## > Log In via ePramaan

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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

**Step 2:** Click the link to login with “ePramaan.” (Refer. Fig. 43)



The screenshot displays the Meri Pehchaan login page. At the top, the logo reads "Meri Pehchaan SINGLE SIGN-ON SERVICE". Below the logo, the text says "Sign In to your account via JanParichay". There are three tabs: "Username" (selected), "Mobile", and "Others". The "Username" tab has a text input field labeled "Enter Username" and a "Password" field with a toggle icon. A "Forgot Password" link is located below the password field. A checkbox for "I consent to MeriPehchaan terms of use." is present. A green "Sign In" button is below the consent checkbox. Underneath, it says "OR Continue with" and lists three options: "DigLocker", "ARICHAY Government Users", and "e-Pramaan". The "e-Pramaan" option is highlighted with a red dashed box and a red arrow. Below this, it says "OR" and lists "CSC" and "National Single Window System Coming Soon". At the bottom, there are social media icons for Google+, Facebook, and LinkedIn. A link for "New user? Sign up for MeriPehchaan" is at the very bottom.

Fig. 43

**Step 3:** Choose an Authentication method to login using “ePramaan account” credentials. (Refer Fig. 44)

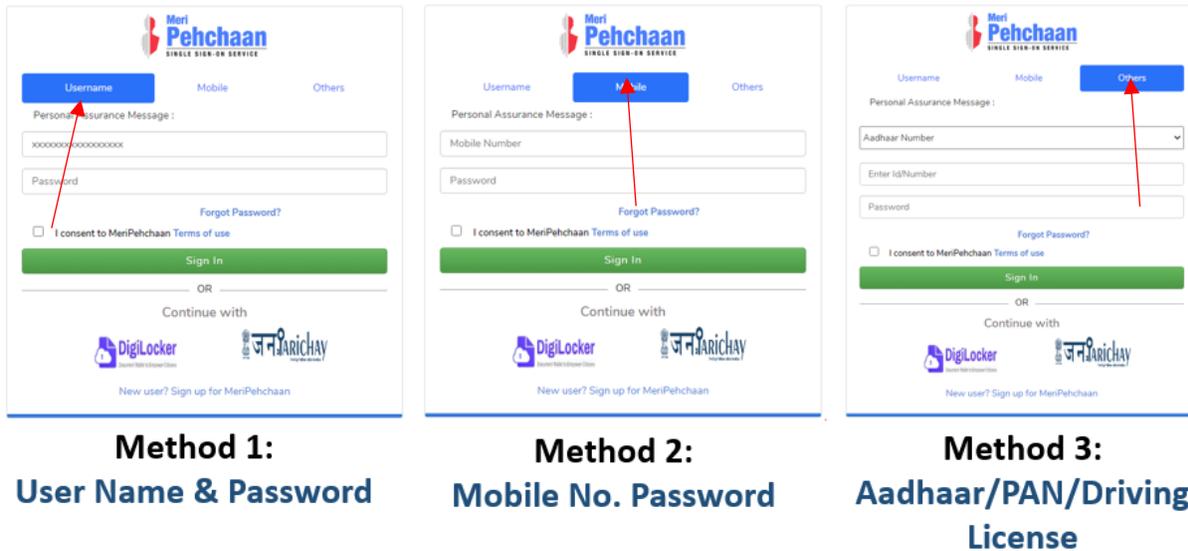


Fig.44

**Step 4: Authentication Methods 1: User Name & Password (Default)**

**Step A:** User needs to enter the **UserName** and **PIN** linked with their ePramaan account in the required fields.

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

**Step C:** Click the “**Sign In**” button to continue. (Refer Fig. 45)

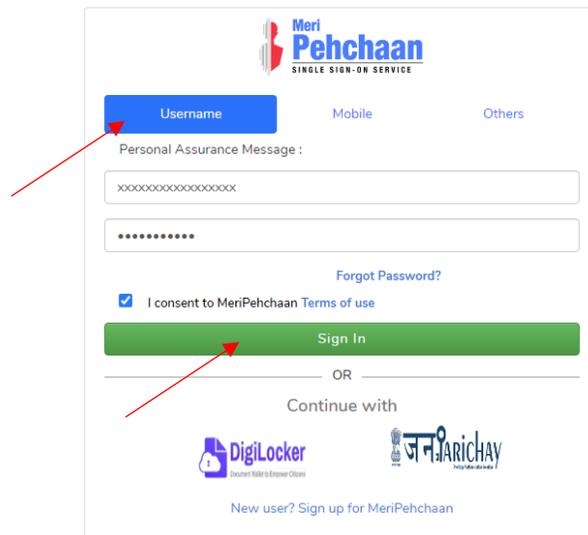


Fig. 45

**Step E:** Enter the OTP received on the linked Mobile/Email and click on “**Sign In**” button to proceed. (Refer Fig. 46)

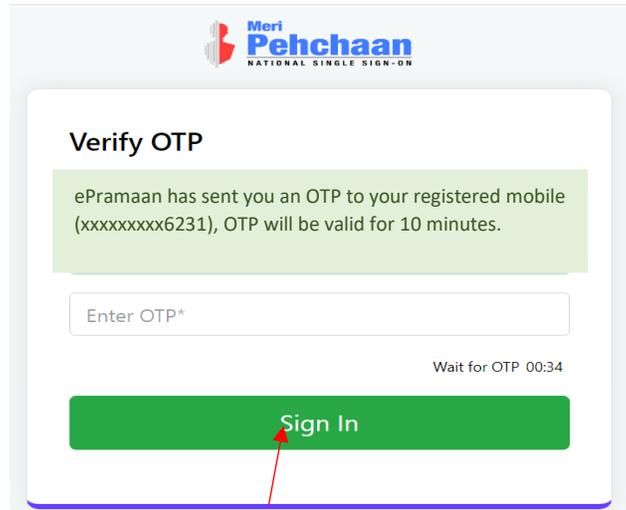


Fig. 46

\*\*\*\*User has successfully Logged In to JanParichay (Meri Pehchaan) using **User Name and Password via ePramaan.**

### Authentication Methods 2: Mobile Number

**Step A:** User needs to enter their registered **Mobile Number** and **PIN** in the required fields.

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

**Step C:** Click the “**Sign In**” button to continue. (Refer Fig. 47)

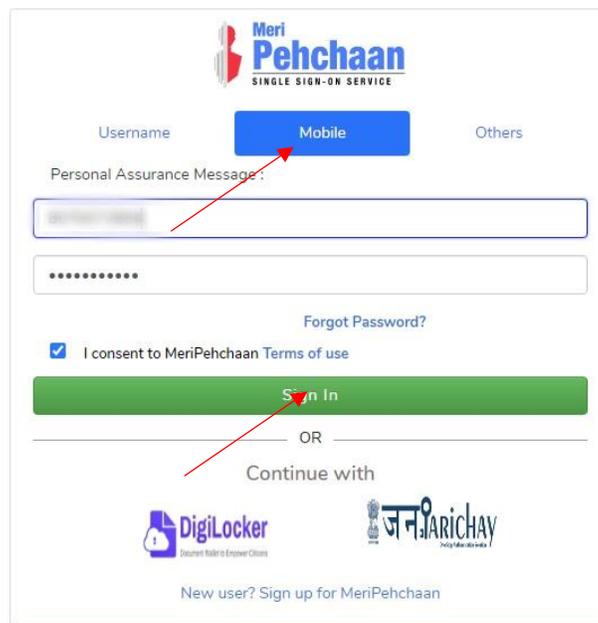
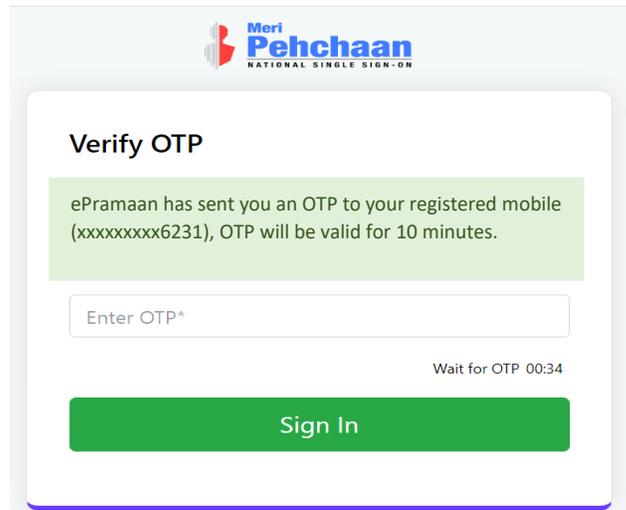


Fig. 47

**Step D:** Enter the “**OTP received on Mobile Number**” and click the “**Sign In**” button to proceed. (Refer Fig. 48)



Meri Pehchaan  
NATIONAL SINGLE SIGN-ON

### Verify OTP

ePramaan has sent you an OTP to your registered mobile (xxxxxxxx6231), OTP will be valid for 10 minutes.

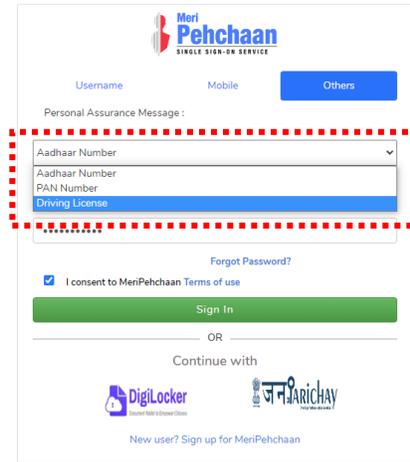
Wait for OTP 00:34

Sign In

Fig. 48

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

## Authentication Methods 3: PAN/Aadhaar/DL (Others)



The screenshot shows the Meri Pehchaan login interface. At the top, there are three tabs: 'Username', 'Mobile', and 'Others'. The 'Others' tab is selected. Below the tabs is a 'Personal Assurance Message' field. A red dashed box highlights a drop-down menu with the following options: 'Aadhaar Number', 'Aadhaar Number', 'PAN Number', and 'Driving License'. The 'Aadhaar Number' option is currently selected. Below the drop-down menu is a 'Forgot Password?' link and a checked checkbox for 'I consent to MeriPehchaan Terms of use'. A green 'Sign In' button is visible. Below the button is an 'OR' separator and a 'Continue with' section featuring logos for 'DigiLocker' and 'JanParichay'. At the bottom, there is a link for 'New user? Sign up for MeriPehchaan'.

Fig. 49

### Method 3.1:- 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 their ePramaan account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 50)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Username Mobile Others

Personal Assurance Message :

Aadhaar Number

000000000000

.....

Forgot Password?

I consent to MeriPehchaan Terms of use

Sign In

OR

Continue with

DigiLocker जनपारिचय

New user? Sign up for MeriPehchaan

Fig. 50

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. 51)

Meri Pehchaan  
NATIONAL SINGLE SIGN-ON

Verify OTP

ePramaan has sent you an OTP to your registered mobile (xxxxxxxxx6231), OTP will be valid for 10 minutes.

Enter OTP\*

Wait for OTP 00:34

Sign In

Fig. 51

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

### Method 3.2:- 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 DigiLocker account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 52)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Username      Mobile      Others

Personal Assurance Message :

PAN Number

000000000000

.....

Forgot Password?

I consent to MeriPehchaan Terms of use

Sign In

OR

Continue with

DigiLocker      जनपारिचय

New user? Sign up for MeriPehchaan

Fig. 52

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. 53)

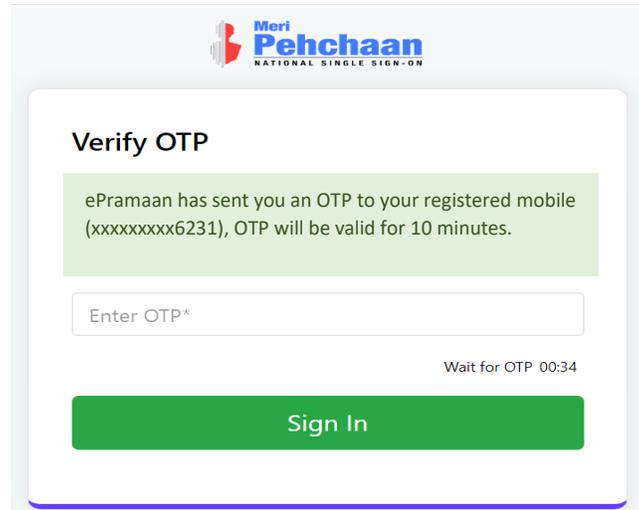


Fig. 53

\*\*\*\*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 PIN linked with his/her DigiLocker account in the required fields.

**Step C:** Tap on the “**check-box**” to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 54)

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

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Username    Mobile    Others

Personal Assurance Message :

Driving License

00000000000000

.....

Forgot Password?

I consent to MeriPehchaan Terms of use

Sign In

OR

Continue with

DigLocker    जनपारिचय

New user? Sign up for MeriPehchaan

Fig. 54

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. 55)

Meri Pehchaan  
NATIONAL SINGLE SIGN-ON

Verify OTP

ePramaan has sent you an OTP to your registered mobile (xxxxxxxxx6231), OTP will be valid for 10 minutes.

Enter OTP\*

Wait for OTP 00:34

Sign In

Fig. 55

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

## > Log In via Parichay (For Government Employees)

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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

**Step 2:** Click the link to Continue with “Parichay.” (Refer. Fig. 56)

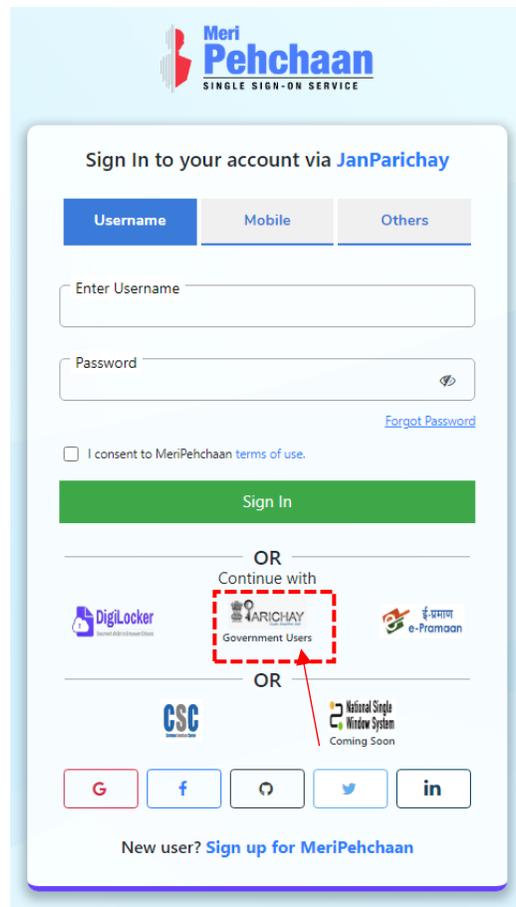


Fig. 56

Then, user will be redirected to Parichay Login page.

**Step 3:** Enter your “Parichay account credentials” in the required fields and click the “Next” to proceed. (Refer. 57)



Fig. 57

The multi-factor authentication page will appear on the screen.

**Step 4:** Choose one of the “Authentication Parameters” and click “Next” to proceed. (Refer Fig. 58)



Fig. 58

After completing the authentication, the user will be redirected to a consent page.

**Step 5:** Click “Always Allow” or “Allow Once” to provide your consent. (Refer. 59)

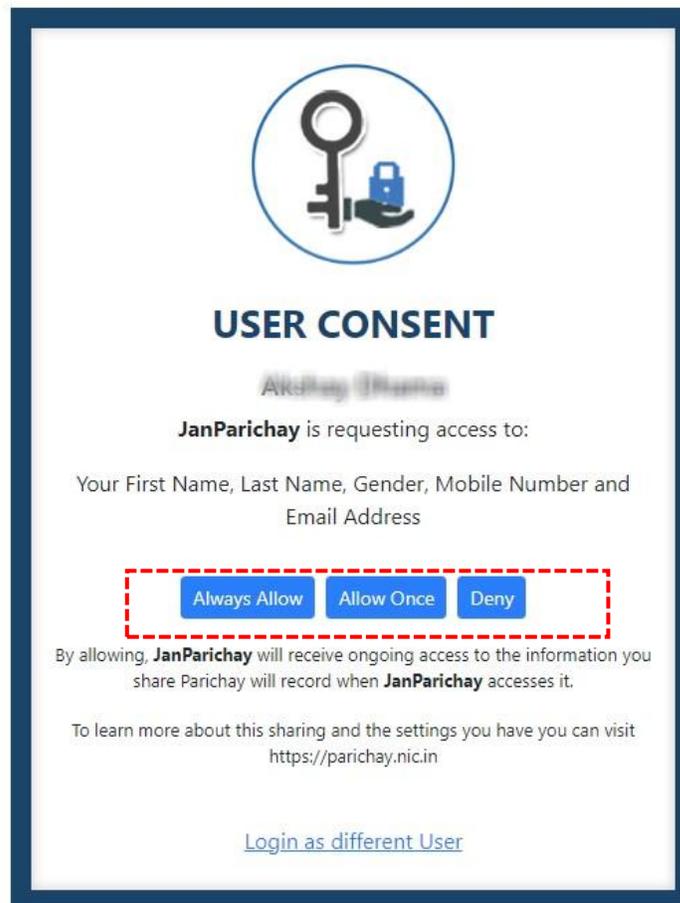


Fig. 59

Then, you will be successfully redirected to JanParichay (Meri-Pehchaan) user dashboard.

## > Log In via CSC

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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

**Step 2:** Click the link to Continue with “Parichay.” (Refer. Fig. 60)

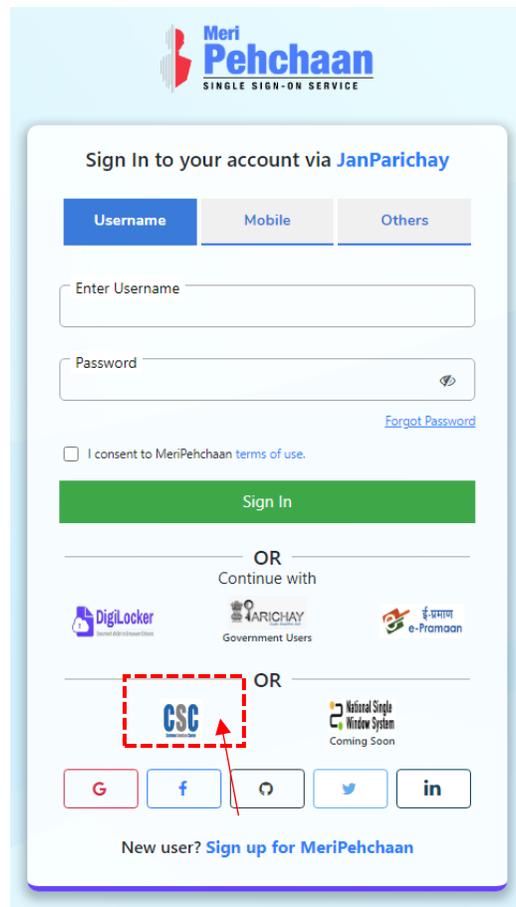


Fig. 60

Then, user will be redirected to CSC Login page.

**Step 3:** Enter your “CSC account credentials” in the required fields and click the “Next” to proceed. (Refer Fig. 61)

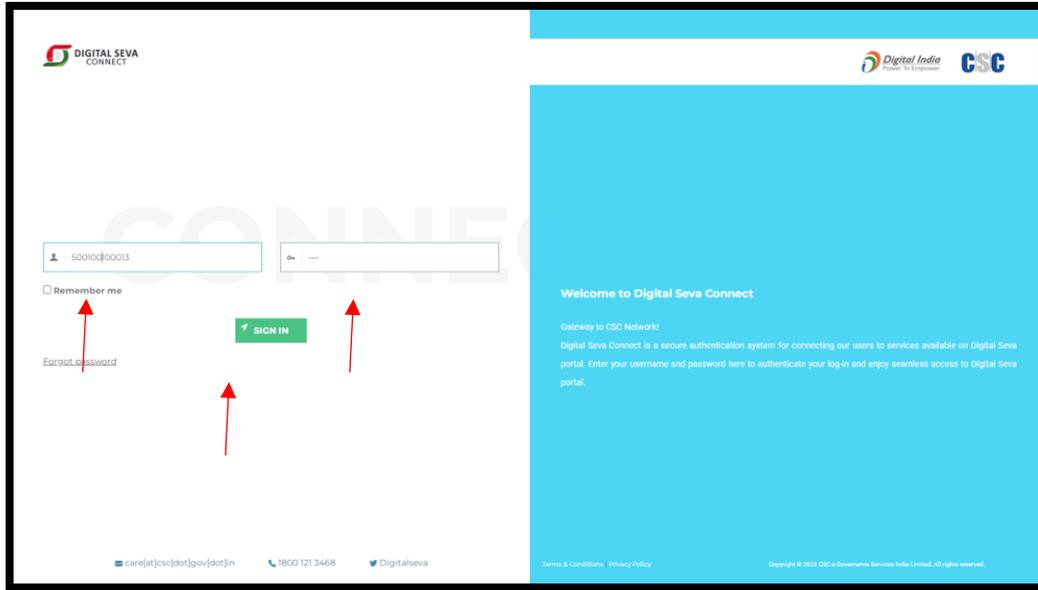


Fig. 61

The user will be redirected to the “Migration/Registration form.” (Refer Fig. 62)

**Step 4:** Enter your mobile and then click “Generate OTP” to continue.

Fig. 62

**Step 5:** Click “Verify” and then enter the details as per the required fields of the form. (Fig. 63)

The screenshot shows the 'Sign up for JanParichay' form. At the top, the phone number '8076573884' is displayed. Below it is an 'Enter OTP' input field, which is highlighted with a red dashed box. To the right of this field are 'Verify', 'Resend', and a close 'X' button. Below the OTP field are several form fields: 'FIRST NAME' (with 'Esc' as a hint), 'LAST NAME (Optional)' (with 'Est' as a hint), 'DATE OF BIRTH' (with 'mm/dd/yyyy' as a hint), 'Select Gender' (a dropdown menu), 'Suggested User Id' (with '@janparichay.gov.in' as a hint), 'PASSWORD', and 'CONFIRM PASSWORD'. At the bottom, there is a checkbox for 'I accept Terms and Conditions' and a large green 'Verify' button. A link for 'Sign in to an existing MeriPehchaan account' is at the very bottom.

Fig. 63

**Step 6:** Click the “check box” and a pop-up will appear on the screen. Click the “Agree” button after reading the Terms & Conditions thoroughly to proceed. (Fig. 64)

The screenshot shows a 'Terms & Conditions' pop-up dialog. The title bar has a close 'X' button. The main text reads: 'Thanks for using our Product & Services. The service is provided by National Informatics Centre (National Informatics Center), located at Block- A, CGO Complex, Lodhi Road, New Delhi, India. By using this service, you are agreeing to the terms and conditions mentioned below. Please read them carefully'. Below this is a section titled 'TERMS OF SERVICE' which contains a legal agreement. At the bottom of the dialog, there are two buttons: a green 'Agree' button, which is highlighted with a red dashed box, and a red 'Deny' button.

Fig. 64

**Step 7:** Now, click the “verify” button to proceed. (Fig. 65)

Meri Pehchaan  
SINGLE SIGN-ON SERVICE

Sign up for JanParichay

8860669854 ✓

FIRST NAME \*  
CSC ⓘ

LAST NAME (Optional)  
Test ⓘ

DATE OF BIRTH \*  
01/01/1999 📅

Select Gender \*  
Other ▼

Suggested User Id \*  
xxxxxxxxxxxxxxxxmojs @janparichay.gov.in  
User Id is suffixed with @janparichay.gov.in. For ex:  
abc\_123@janparichay.gov.in

PASSWORD \*  
\*\*\*\*\* 🔒

CONFIRM PASSWORD \*  
\*\*\*\*\* ⓘ

I accept Terms and Conditions

Verify

[Sign in to an existing MeriPehchaan account](#)

Fig. 65

Now, the user will be redirected to JanParichay (Meri-Pehchaan) user dashboard.

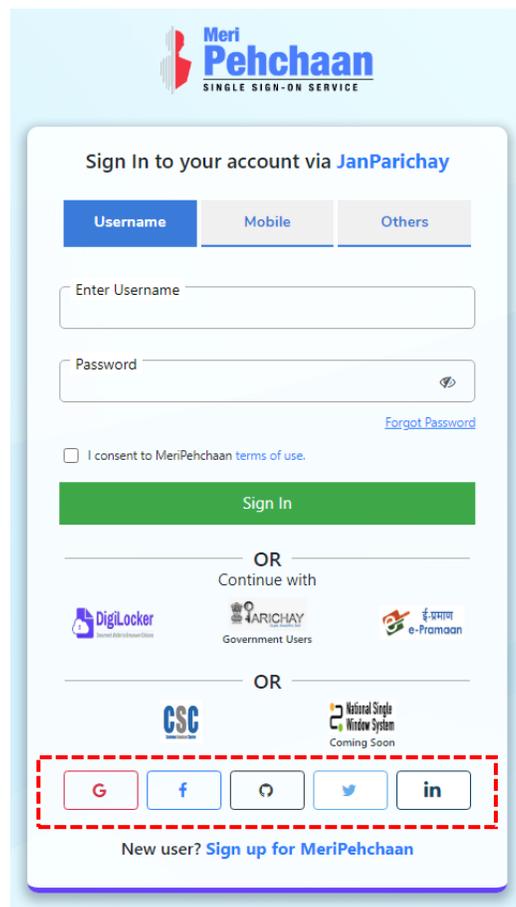
## > Social Media Logins

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

**Step 1:** Go to JanParichay (Meri-Pehchaan) using <https://janparichay.meripehchaan.gov.in/>

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

**Step 2:** You can choose any of the “social media logins” to access JanParichay (Meri-Pehchaan). (Refer. Fig. 66)



The screenshot shows the Meri Pehchaan login interface. At the top, the logo reads 'Meri Pehchaan SINGLE SIGN-ON SERVICE'. Below it, the text says 'Sign In to your account via JanParichay'. There are three tabs: 'Username' (selected), 'Mobile', and 'Others'. The 'Username' tab has a text input field labeled 'Enter Username' and a password input field with an eye icon and a 'Forgot Password' link. A checkbox for 'I consent to MeriPehchaan terms of use.' is present. A green 'Sign In' button is below. Underneath, it says 'OR Continue with' and lists 'Digilocker', 'ARICHAY Government Users', and 'ई-प्रमाण e-Pramaan'. Another 'OR' section shows 'CSC' and 'National Single Window System Coming Soon'. At the bottom, a red dashed box highlights social media login buttons for Google+, Facebook, Email, Twitter, and LinkedIn. A link for 'New user? Sign up for MeriPehchaan' is at the very bottom.

Fig. 66

Then, you will be redirected to that Social Login page (For example: Google+).

**Step 3:** You will have to choose the “email id” to continue.

**Step 4:** Then, you have to provide the “Google+ Account” Credentials to complete the Authentication.

**Step 5:** After that,

### Case I: New User

>The user will be redirected to the “Registration Page.” (Fig. 67)

>Enter your mobile and then click “Generate OTP” to continue.

Sign up for JanParichay

MOBILE NUMBER \*

FIRST NAME \*

LAST NAME (Optional)

DATE OF BIRTH \*

Select Gender \*

Suggested User Id \*

User Id is suffixed with @janparichay.gov.in, for ex: abc\_123@janparichay.gov.in

PASSWORD \*

CONFIRM PASSWORD \*

\* I accept Terms and Conditions

[Sign in to an existing MeriPehchaan account](#)

Fig. 67

>Click “Verify” and then enter the details as per the required fields of the form. (Refer Fig. 68)

Sign up for JanParichay

8076573884

FIRST NAME \*

LAST NAME (Optional)

DATE OF BIRTH \*

Select Gender \*

Suggested User Id \*

User Id is suffixed with @janparichay.gov.in, for ex: abc\_123@janparichay.gov.in

PASSWORD \*

CONFIRM PASSWORD \*

\* I accept Terms and Conditions

[Sign in to an existing MeriPehchaan account](#)

Fig. 68

>Click the “check box” and a pop-up will appear on the screen. Click the “Agree” button after reading the Terms & Conditions thoroughly to proceed. (Refer Fig. 69)

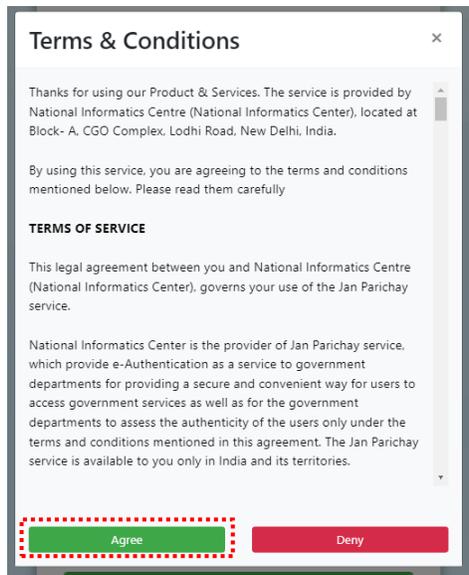


Fig. 69

>Now, click the “verify” button to proceed. (Fig. 70)

Fig. 70

Now, the user will be redirected to JanParichay (Meri-Pehchaan) user dashboard.

#### Case II: Existing User

>The multi-factor authentication page will appear on the screen.

>Choose any of authentication method to proceed. (Refer. Fig. 71)

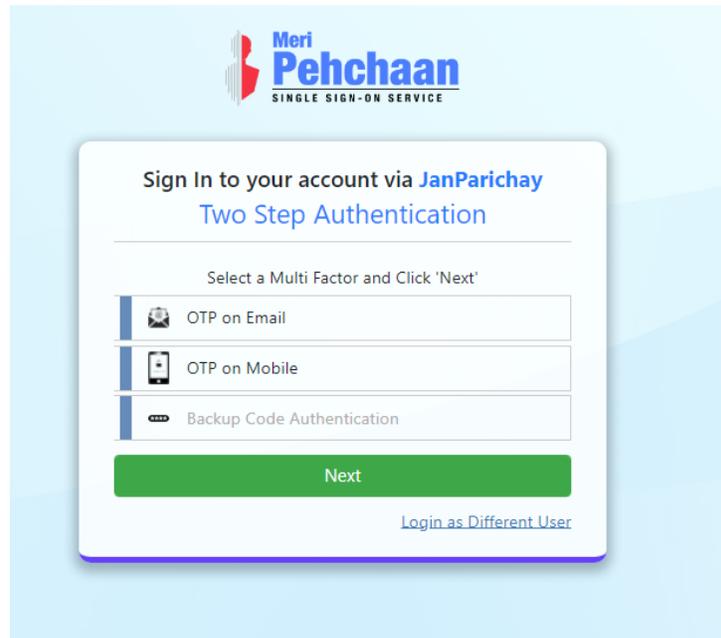


Fig. 71

>Now, the user will be redirected to JanParichay Meri-Pehchaan user dashboard.

# 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. 72)

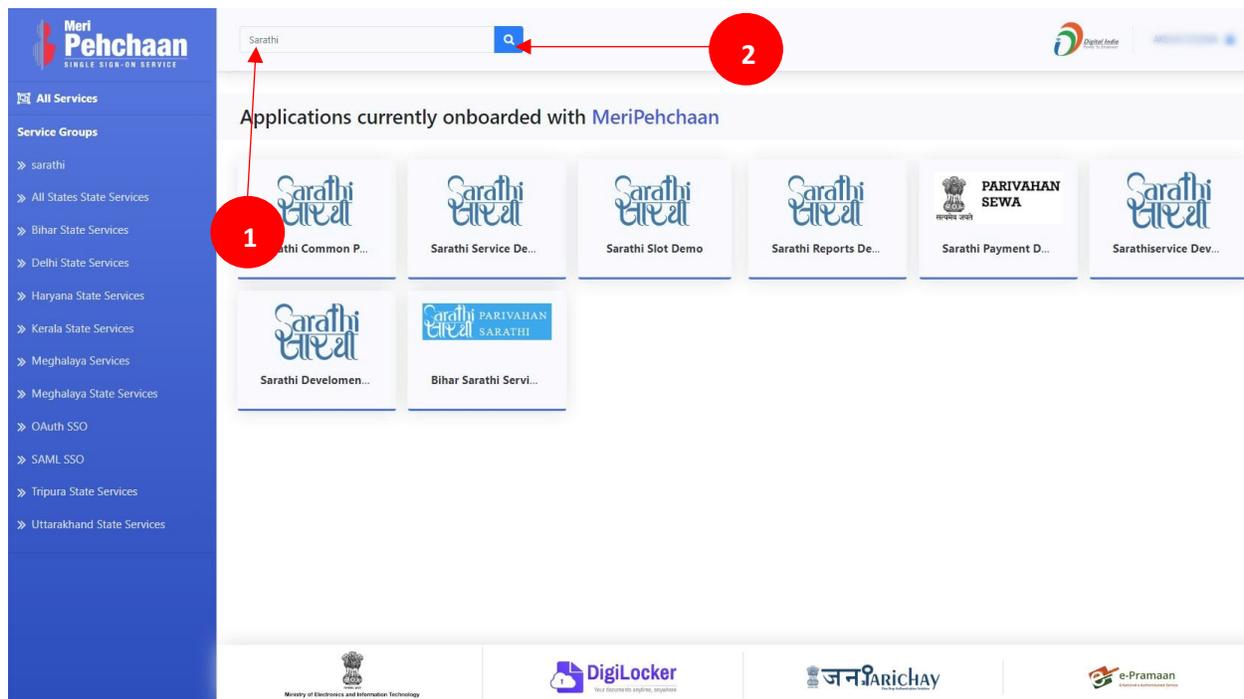


Fig. 72

## 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.

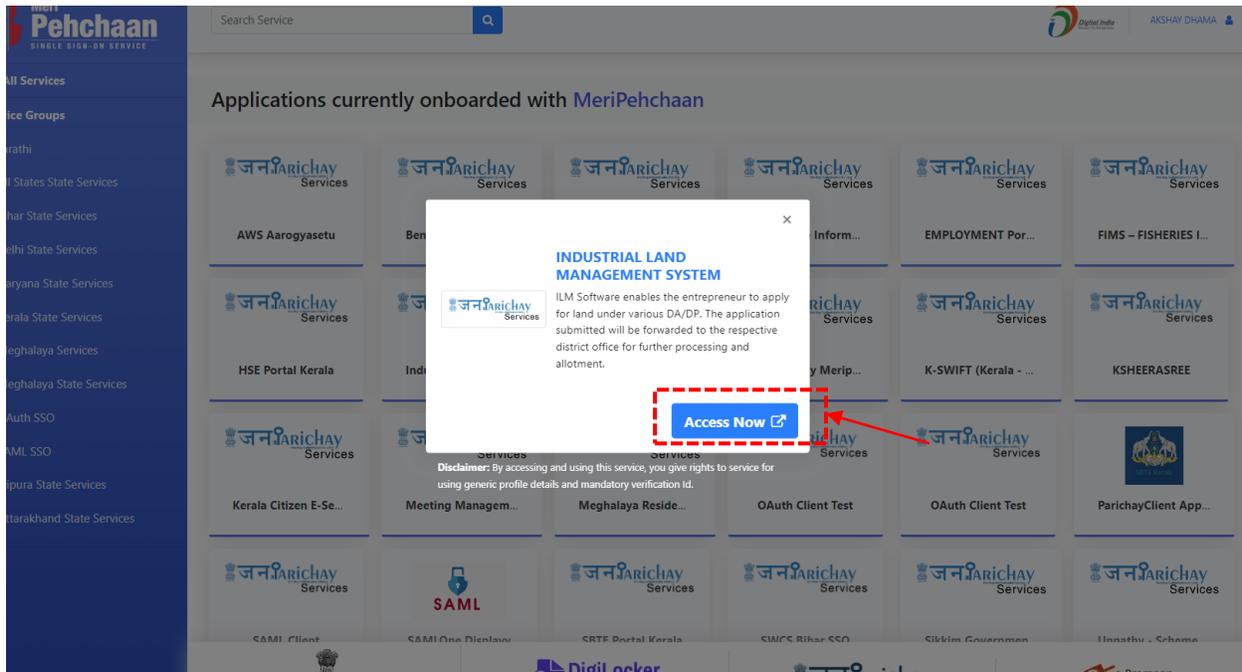


Fig. 73

Step 3: Click on the “Access Now” button to proceed. (Refer Fig. 73)

## Feature 3: Account Settings

Step 1: Click on the Top-right menu, then click on the “Settings” option to proceed. (Refer Fig. 74)

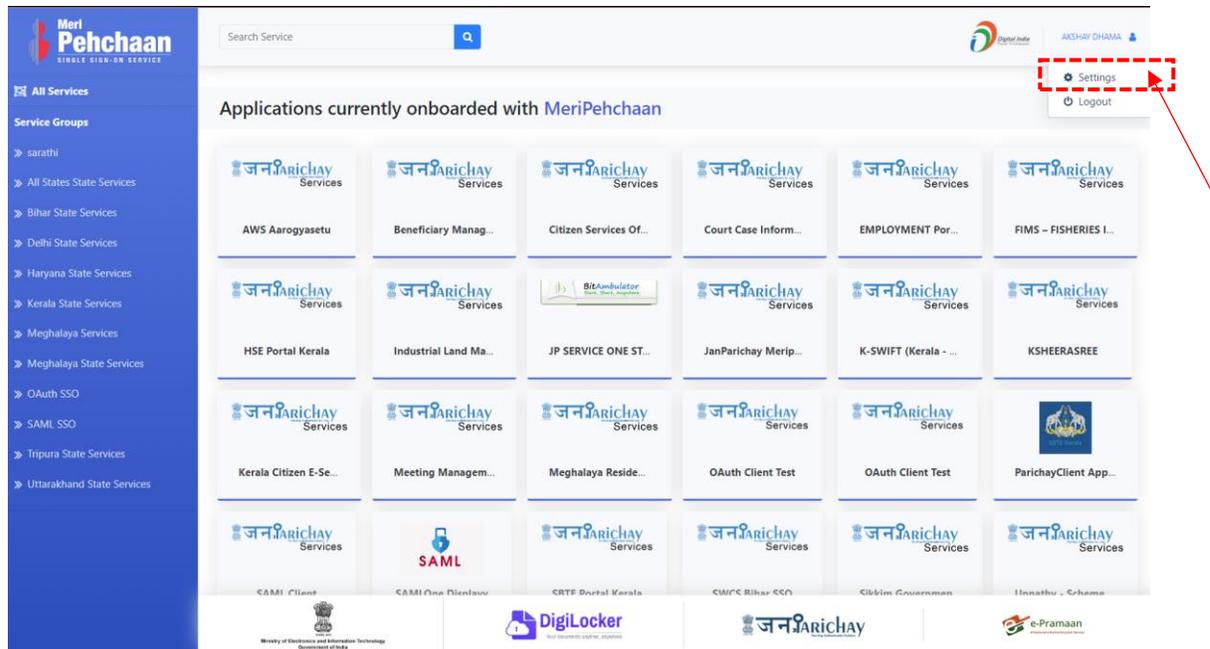


Fig. 74

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. 75)

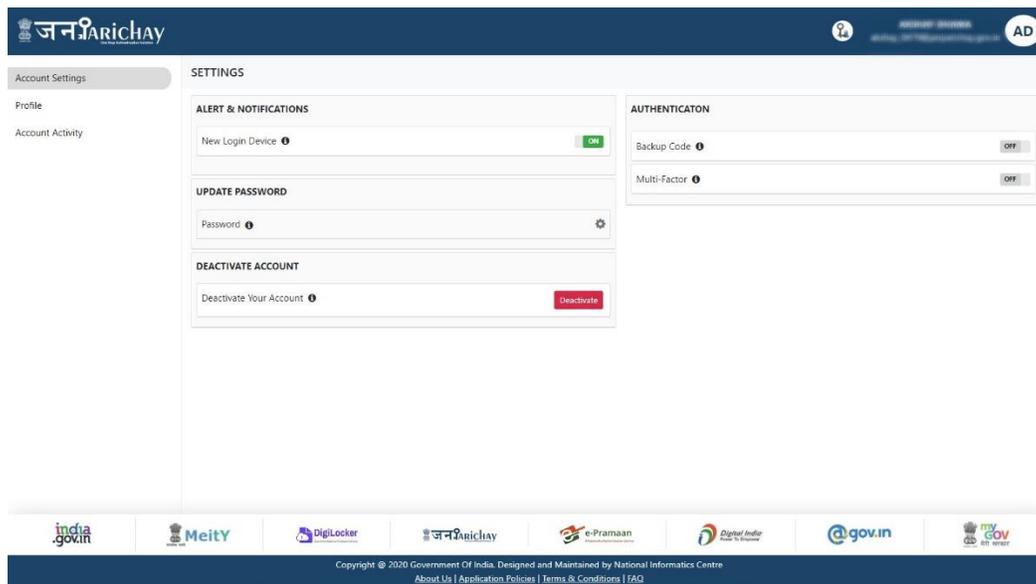


Fig. 75

**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

### 3.1 How to Update the User Profile Details?

Step 1: Go to Settings > Profile.

Step 2: You can modify your profile details by clicking the “Edit Profile” link. (Refer Fig. 76)

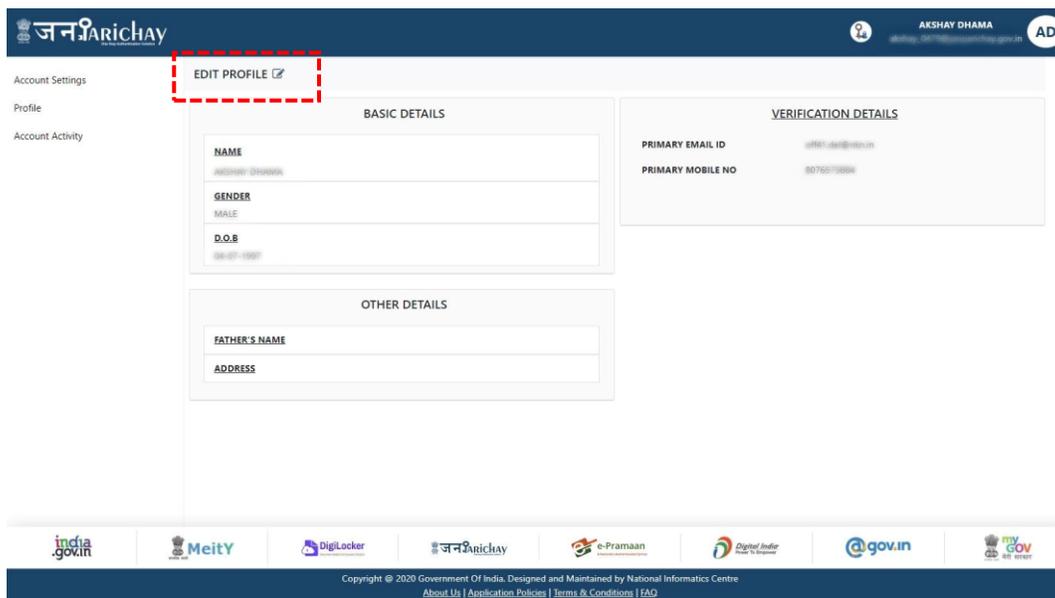


Fig. 76

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. 77)

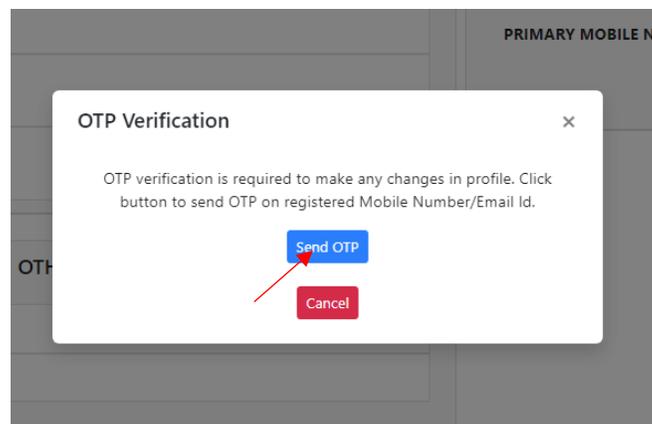


Fig. 77

**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.

### 3.2 How to set/edit your profile picture?

Step 1: Click the “Upload File” option. (Refer Fig. 78)

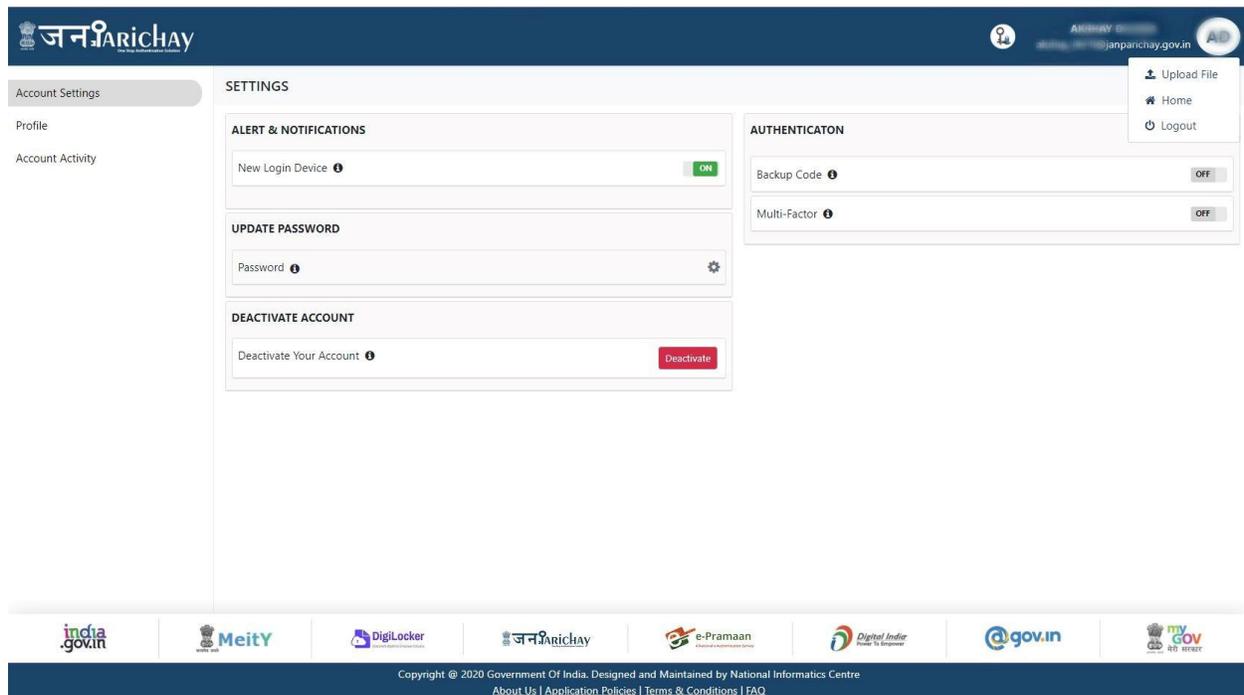


Fig. 78

Step 2: Now, choose a picture from your desktop storage by clicking the “picture icon.”(Refer Fig. 79)

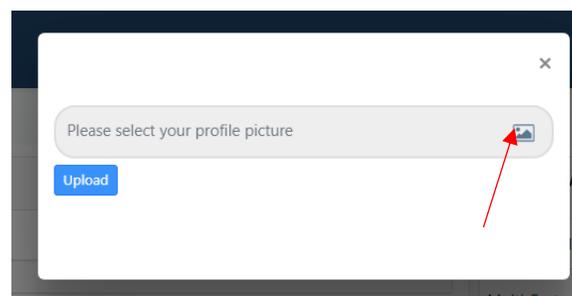


Fig.79

Step 3: Click the “upload” button to proceed. (Fig. 80)

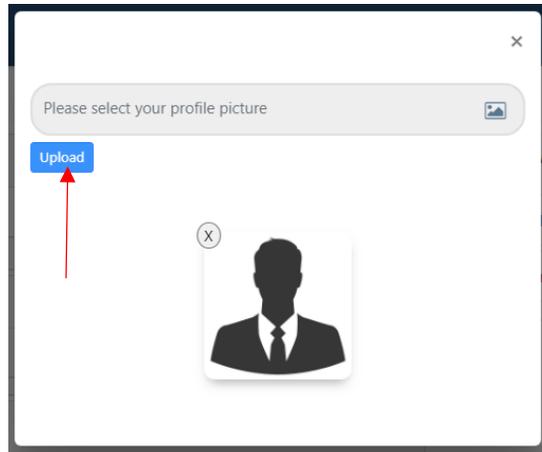


Fig.80

Now, you have successfully changed your profile picture.

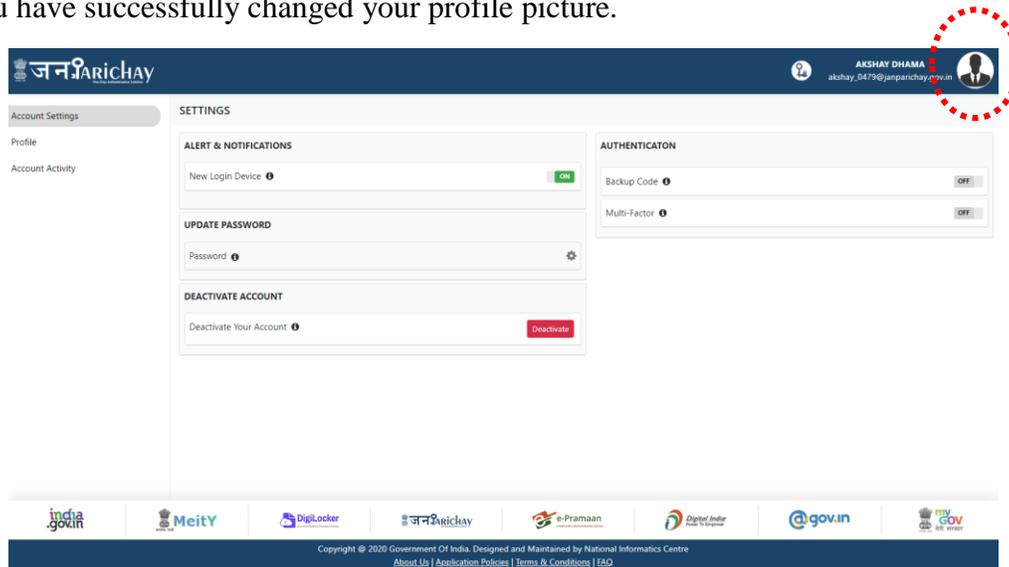


Fig. 81

## Feature 4: Multi-Factor Authentication

Following is the step-wise process to enable multi-factor authentication on JanParichay (Meri-Pehchaan):

**Step 1:** Click on the “OFF” button to turn “ON” the Multi-factor Authentication in Account Settings tab. (Refer Fig. 82)

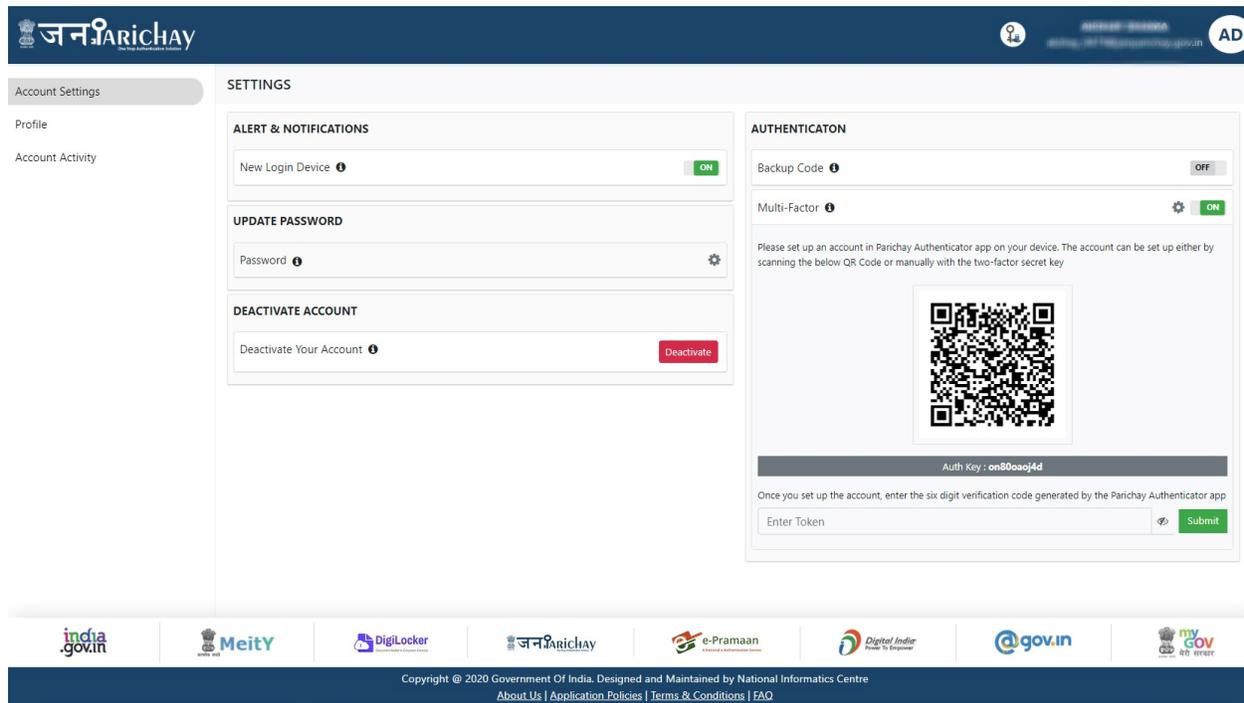


Fig. 82

**Step 2:** Now, you have to scan the QR using the Scanner of Parichay Authenticator app on your mobile.

**Step 3:** The MFA feature requires Parichay Authenticator application. You can download the app from Google Play Store or Apple App Store.

**Step 4:** After installing, open the Parichay Authenticator app on your smartphone. Click on the “Skip” button to proceed. (Refer Fig. 83)



Fig. 83

**Step 10:** Choose any one of the “Screen lock type.” (Refer Fig. 84)

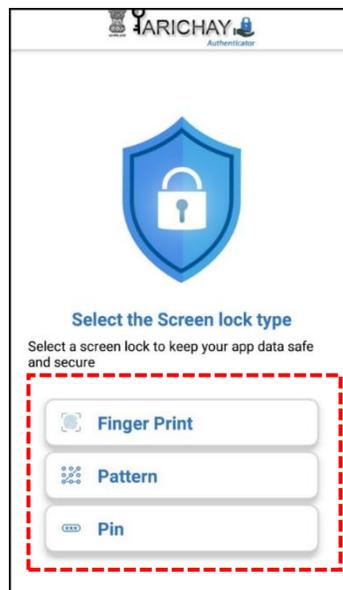


Fig. 84

**Step 11:** Click on the “Scan QR Code” Button. (Refer Fig. 85)

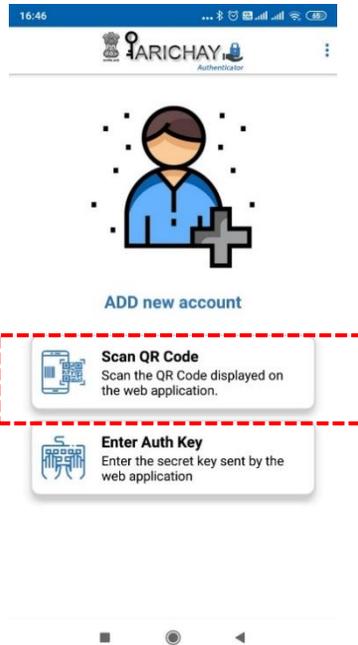


Fig. 85

**Step 12:** Scan the QR (Refer fig. 82) using your smartphone camera. (Refer fig. 86)

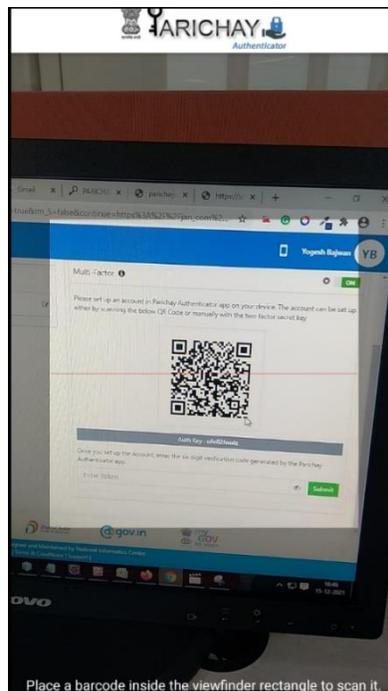


Fig. 86

Now, you will be able to see the token, use this to configure your account. (Refer Fig. 87)

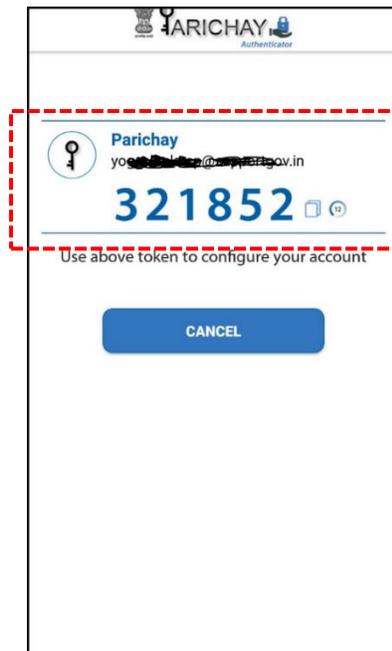


Fig. 87

**Step 13:** Enter the six-digit token number in the required field below the QR Code. (Refer Fig. 88)

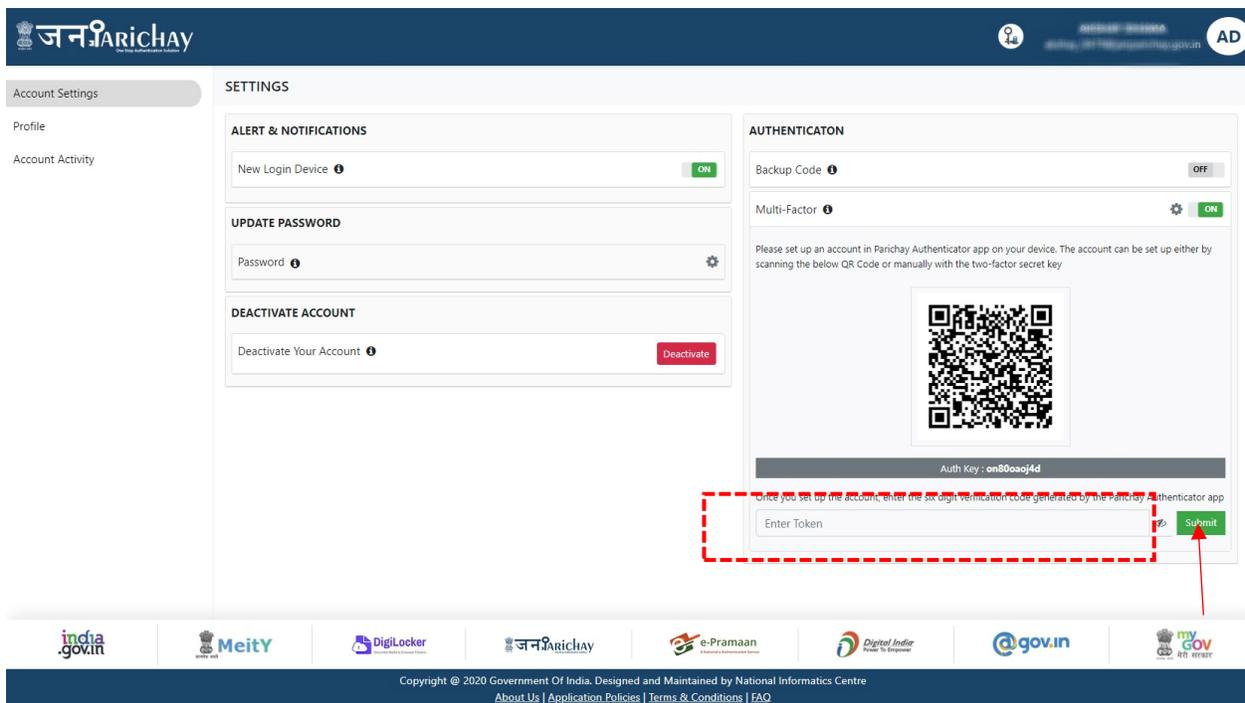


Fig. 88

Now, you have successfully configured your account with Parichay Authenticator for multi-factor authentication

## 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 such as: Browser, Device IP, Login timestamps etc. (Refer Fig. 89)

The screenshot displays the 'Account Activity' section of the JanParichay user interface. On the left, a sidebar lists 'Account Settings', 'Profile', and 'Account Activity' (which is highlighted). The main content area is titled 'RECENT ACTIVITIES' and features a 'Logout from all Sessions' button. Below this is a table with the following data:

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

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons. A 'USER DEVICES' section shows a card for a 'Windows' device with a 'Chrome' browser, listing the login time as '04-11-2022 14:59:24'. A 'Load Remember Devices' button is located at the bottom right of this section. The footer of the page contains logos for 'india.gov.in', 'MeitY', 'DigiLocker', 'JanParichay', 'e-Pramaan', 'Digital India', '@gov.in', and 'myGov'. Copyright information at the bottom reads: 'Copyright © 2020 Government Of India. Designed and Maintained by National Informatics Centre. About Us | Application Policies | Terms & Conditions | FAQ'.

Fig. 89