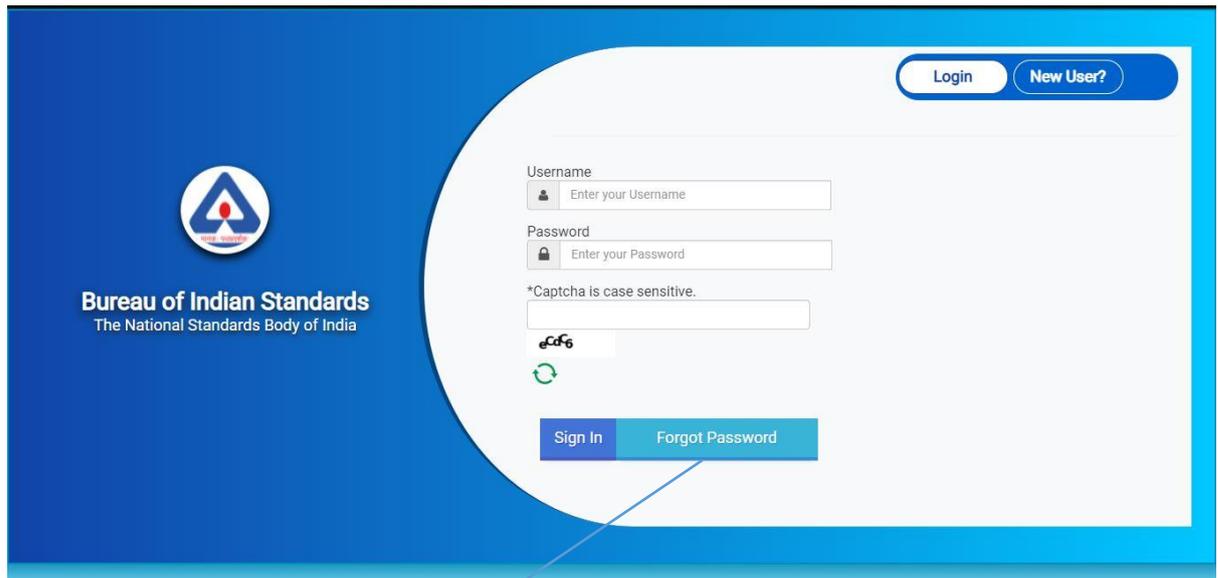


# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Step 1: Open CRS portal with login page.



Step 2: Click on forgot password button.

' and 'R-Number Not available: '. A 'Cancel' button is located at the bottom of the form." data-bbox="147 431 910 684"/>

Select the desired option:

- 1)R-number available -- If you already have R-number.
- 2)R-number not available -- If you have no R-number.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Case 1: Select R-number not available.

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**Password Reset Request** Pending/Submitted Request(s) Archive Request(s)

R-Number available:  R-Number Not available:

Please do new registration on CRS website [Go To Registration Page](#)

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Step 1.1 : In case you have no R-number click on link “Go To Registration Page” to register with BIS.

Case 2: Select R-number Available.

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**Password Reset Request**

R-Number available:  R-Number Not available:

[Pending/Submitted Request\(s\)](#) [Archived Request\(s\)](#)

Enter License Number:\*  \*

Firm Name:  \*

Registered E-Mail Id :  \*

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Step 1 : Enter R-number with format specified in the above image (R-XXXXXXXX).

After enter your R-number corresponding details will be fetched automatically.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)



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**Password Reset Request** [Pending/Submitted Request\(s\)](#) [Archive Request\(\)](#)

R-Number available:  R-Number Not available:

Enter License Number:\*

Firm Name:  \*

Registered E-Mail Id :  \*

Click here to see complete information [Profile](#)

Do you want to change your registered email id?: Yes  No



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Step 2 : You can check your profile through the link – “Profile”.

Case 1 : If you want to reset your password only on CRS portal.

Step 3 : Do you want to change your registered email id ? Select “NO”.



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**Password Reset Request** [Pending/Submitted Request\(s\)](#) [Archive Request\(\)](#)

R-Number available:  R-Number Not available:

Enter License Number:\*

Firm Name:  \*

Registered E-Mail Id :  \*

Click here to see complete information [Profile](#)

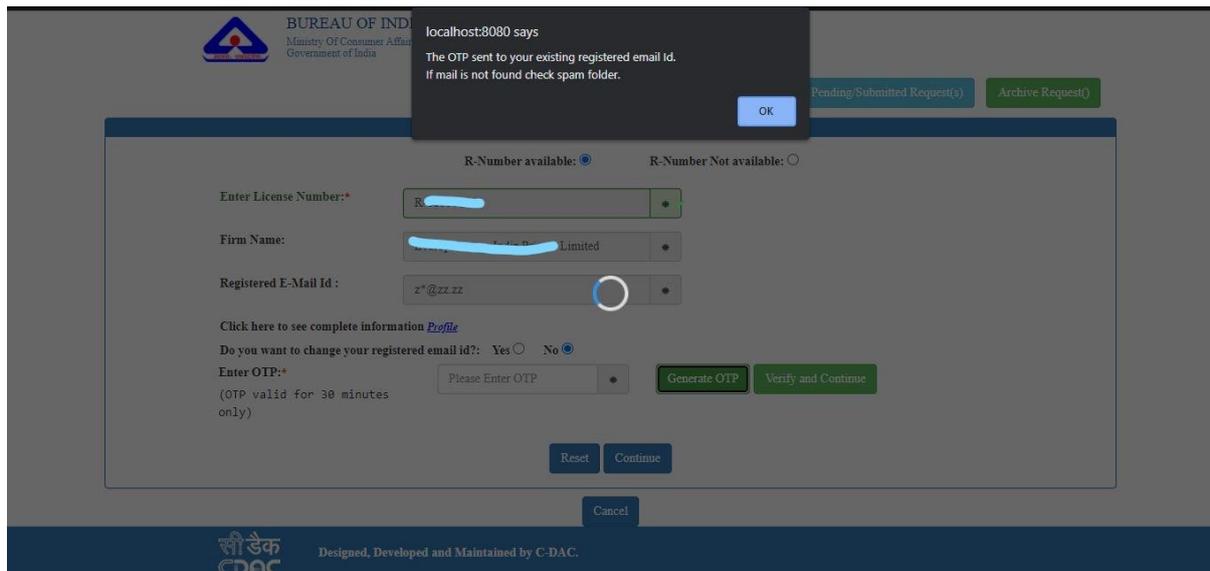
Do you want to change your registered email id?: Yes  No



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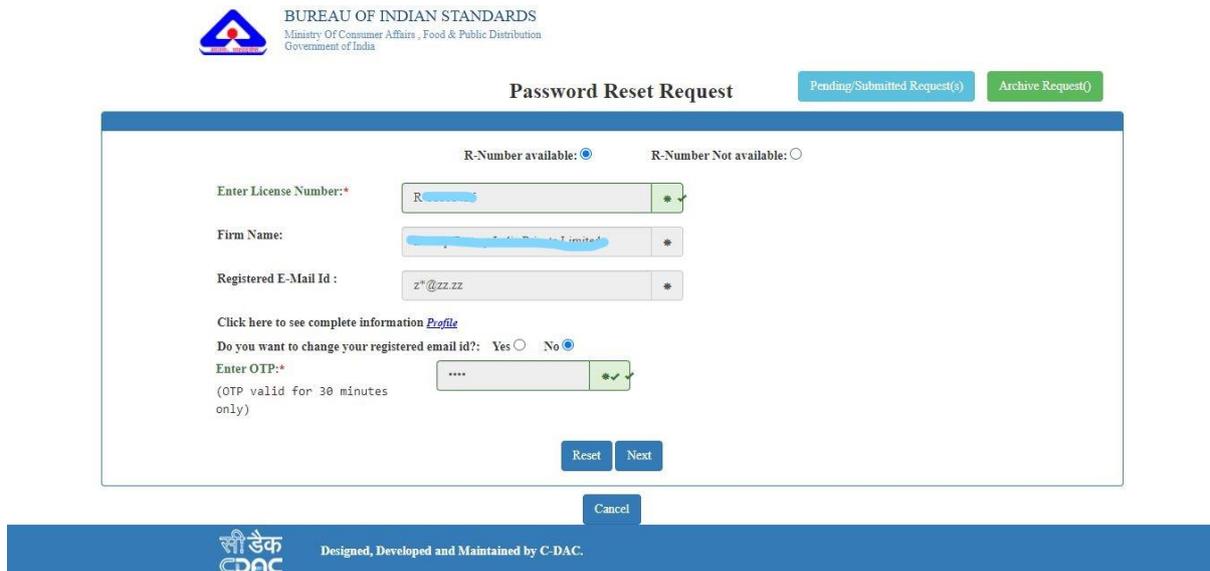
Step 4 : Click on Continue button then click on “Generate OTP” button.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)



Step 5 : OTP will be sent to your email id registered with CRS-BIS.

Step 6 : Enter OTP received on your registered email id and then click on “verify and continue” button.



Step 7 : Click on “Next” button.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

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localhost:8080 says  
Do you want to proceed without change of registered email id?  
OK Cancel Pending/Submitted Request(s) Archive Request(s)

R-Number available:  R-Number Not available:

Enter License Number:\*

Firm Name:

Registered E-Mail Id :

Click here to see complete information [Profile](#)

Do you want to change your registered email id?: Yes  No

Enter OTP:\*

(OTP valid for 30 minutes only)

Reset Next

Cancel

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Step 8 : Click on “OK” button.

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Password Reset Request Details Preview

Password Reset Request Id(Reference No.):	PWR-000018
Licence Number:	R-XXXXXX
Organization Name:	XXXXXXXXXX
Email Id:	z*@zz.zz

Back Submit and proceed

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Step 9 : Click on “Submit and Proceed” button.

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localhost:8080 says  
Your Password Reset Request has been processed successfully.  
Check mail on your registered mail id. If mail not found check spam folder.  
OK

Password Reset Request Id(Reference No.):	PWR-000018
Licence Number:	R-XXXXXX
Organization Name:	XXXXXXXXXX
Email Id:	z*@zz.zz

Back Submit and proceed

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Now you can login on CRS portal with new password received on your registered email id.

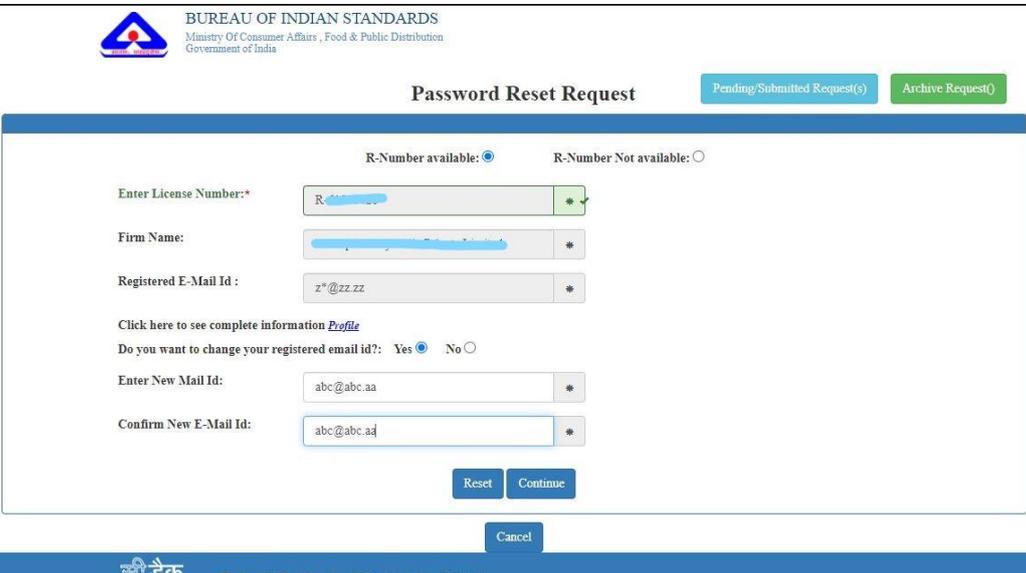
Request(s) only for password reset without email id change require no payment. After successful request submission status of this request will be “Place on Record” under archive Request(s).

## PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Case 2 : If you want to change your registered email id to new email id with new password/reset password.

Step 1 : Do you want to change your registered email id? Select – “YES” . After your “YES” selection

Two input field will appear on the page.



The screenshot shows the 'Password Reset Request' form on the Bureau of Indian Standards website. The form is titled 'Password Reset Request' and includes a 'Pending/Submitted Request(s)' button and an 'Archive Request(s)' button. The form contains the following fields and options:

- R-Number available:**  **R-Number Not available:**
- Enter License Number:\*** [Text input field]
- Firm Name:** [Text input field]
- Registered E-Mail Id :** [Text input field with mask z\*@zz.zz]
- [Click here to see complete information Profile](#)
- Do you want to change your registered email id?:** Yes  No
- Enter New Mail Id:** [Text input field]
- Confirm New E-Mail Id:** [Text input field]
- Buttons:** Reset, Continue, Cancel

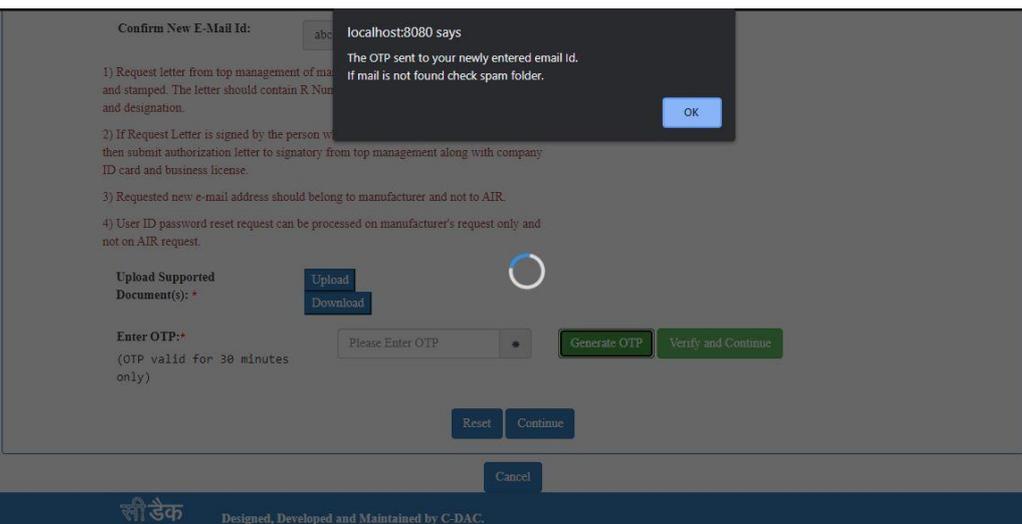
Step 2 : Enter new email id in both the input field and must ensure that same email id in both the field.

Step 3 : Click on “Continue” button.

Step 4 : Upload the supporting document as per the followed guidelines.

Step 5 : After successful document upload, click on “Generate OTP” button.

Step 6 : Enter OTP received on your newly entered email id and then click on “Verify and Continue” button.



The screenshot shows the document upload and OTP verification step in the Password Reset Request form. The form is titled 'Confirm New E-Mail Id:' and includes the following fields and options:

- Confirm New E-Mail Id:** [Text input field]
- Upload Supported Document(s):\*** [Upload button, Download button]
- Enter OTP:\*** (OTP valid for 30 minutes only) [Text input field]
- Buttons:** Generate OTP, Verify and Continue, Reset, Continue, Cancel

An overlay message from localhost:8080 says: 'The OTP sent to your newly entered email Id. If mail is not found check spam folder.' with an OK button.

Instructions for document upload:

- 1) Request letter from top management of manufacturer and stamped. The letter should contain R-Number and designation.
- 2) If Request Letter is signed by the person who is authorized to sign, then submit authorization letter to signatory from top management along with company ID card and business license.
- 3) Requested new e-mail address should belong to manufacturer and not to AIR.
- 4) User ID password reset request can be processed on manufacturer's request only and not on AIR request.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Step 7 : Click on "Continue" button.

Confirm New E-Mail Id: abc

localhost:8080 says  
Do you want to proceed with change of registered email id?  
OK Cancel

1) Request letter from top management of manufacturer should be signed and stamped. The letter should contain R. Number and designation.  
2) If Request Letter is signed by the person whose name is not available in BIS records then submit authorization letter to signatory from top management along with company ID card and business license.  
3) Requested new e-mail address should belong to manufacturer and not to AIR.  
4) User ID password reset request can be processed on manufacturer's request only and not on AIR request.

Upload Supported Document(s): \*  
Upload Download

Enter OTP:\*  
(OTP valid for 30 minutes only)

Reset Next

Cancel

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Step 8 : Click on "OK" button.

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localhost:8080 says  
Your request to change email id has been saved.  
After successful online payment your request will be sent to BIS  
OK

Password Reset Request Id(Reference No.): PWR-000019  
Licence Number: R-XXXXXX  
Organization Name: XXXXX Private Limited  
Old Email Id: z\*@zz.zz  
New Email Id: abc@abc.aa  
Uploaded Document: [View](#)

Back Submit and proceed

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Step 9 : Preview Page will be shown. Click on "Submit and Proceed" button.

Step 10 : Make payment for your password reset reference id (PWR-XXXXXX). After successful payment request will sent to BIS for further processing either accept or reject or query on request.

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Kindly use payment gateway for making payments. Payment through NEFT is not acceptable.

Payment Details

- Without filling payment details of this application it will be considered as pending application and will not be submitted to BIS.
- Payment details of this application can also be filled later by accessing the link "Pending Request(s) for payment details".

Password Id/Process Id: PWR-XXXXXX  
Payment Date: XXXX-XX-XX  
Amount: INR 5900.0 (Five Thousand Nine Hundred Rupees Only)

S.No.	Fee Description	Amount (₹)
1	Password Reset Fee	5000.00
2	IGST	900.00
Total		₹5900.0

Payment Type\* Pay Online  
Payment Option\*  Corporate User  Individual/Retail User

Individual/Retail Payment:- In case of payment failure, if money is deducted from your account, the same would be refunded within 7 working days. Please contact your bank in case of further queries. Kindly do not make another attempt for payment unless there is a failure.

Declaration And Acceptance   
We confirm that the manufacturing unit applied for in this application does not have any operative/deferred Registration(s) for the same product and same brand as in this application. We also acknowledge that we have not submitted any other application other than this for the same product and same brand for this manufacturing unit. We acknowledge that in case the information is found to be incorrect, this application(s) will be rejected and existing Registration(s) will be processed for cancellation as per circular Multiple applications and Registrations for same product and same brand available on CRS website.

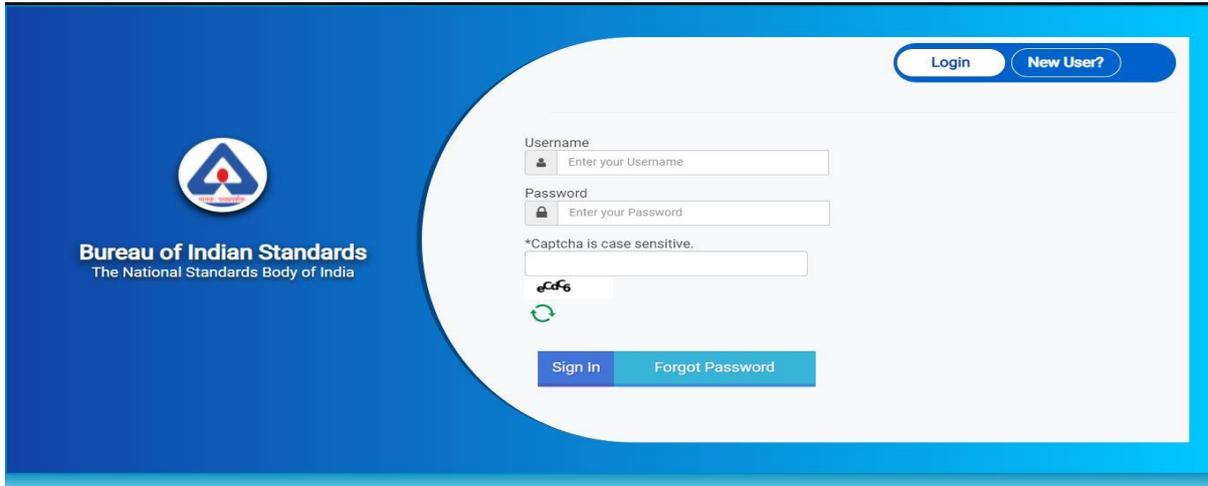
Submit Cancel

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# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

- You can check your Password Reset Request(s) using following Steps :

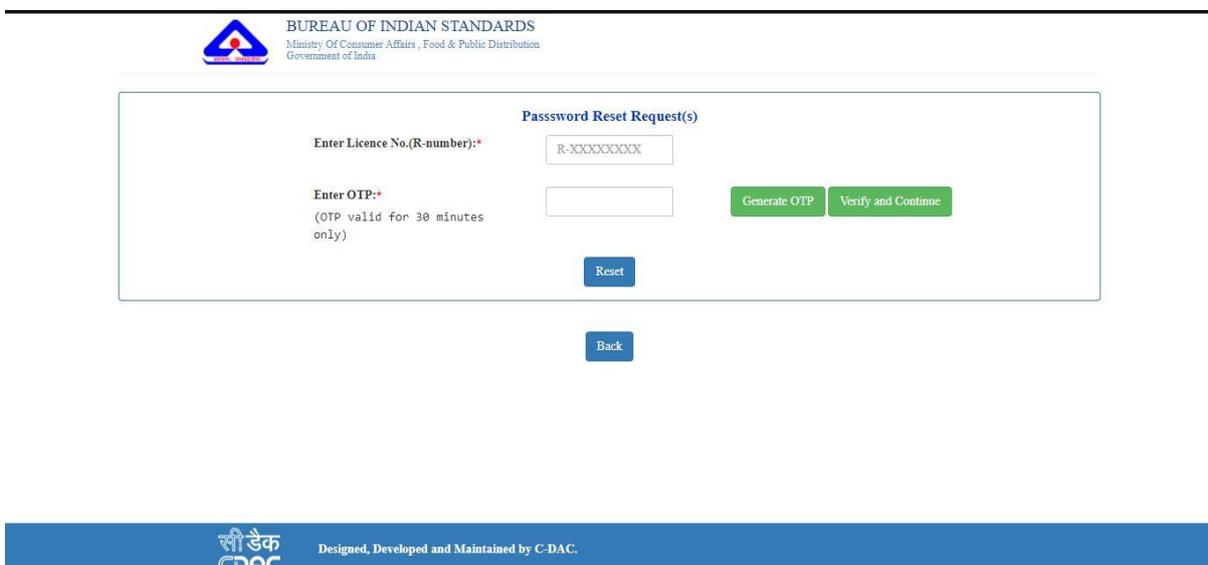
Step 1 : Go to CRS portal.



Step 2 : Click on “Forgot Password” button.

' and 'R-Number Not available: '. A 'Cancel' button is at the bottom. A footer bar contains the CDAC logo and text 'Designed, Developed and Maintained by C-DAC.'" data-bbox="118 384 875 597"/>

Step 3 : Click on “Pending/ Submitted Request(s)” button.



# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Step 4 : Enter R-number which you have used in password reset request and then click on “Generate OTP” button.

Step 5 : Enter OTP received on your newly entered email id and then click on “Verify and Continue” button. List Of Pending/SubMITTED Request(s) will be shown on the page.

The screenshot shows the 'View Pending Password Reset Request(s)' form and the resulting 'Password Reset Request(s) List' table.

**View Pending Password Reset Request(s)**

Enter Licence No.(R-number):\*

Enter OTP:\*  [Generate OTP](#) [Verify and Continue](#)

(OTP valid for 30 minutes only)

[Reset](#)

**Password Reset Request(s) List**

Show  entries

Search:

S.No.	Reference Id	Licence Number	Organisation Name	New Email Id	Payment	Uploaded Document	Request Status	View/Reply Query
1	PWR-000019	R	Private Limited	abc@abc.aa	<a href="#">view</a>	<a href="#">view</a>	Queried	<a href="#">View Query</a>

Showing 1 to 1 of 1 entries

Previous  Next

[Back](#)



Step 5 : Click on “View Query” link to view/ reply against query.

The screenshot shows the 'Query Master' dialog box overlaid on the 'Password Reset Request(s) List' table.

**Query Master**

Query Parameters(Click on the parameter shown below(If any) to get related query)

Search:

Request Status	View/Reply Query
Queried	<a href="#">View Query</a>

Previous  Next

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

Step 6 : Click on Parameter against query raised.

The screenshot shows the 'Query Master' interface. At the top, it says 'Query Parameters(Click on the parameter shown below(If any) to get related query)'. Below this is a search bar containing the text 'Query on password reset request'. A table lists query details:

S.No.	Query For	Message	Queried On	From	To	Document	Reply
1	Query on password reset request	query raised	2021-08-02 16:37:03	Mohit Prabhat	K Shashi Nair	NA	<a href="#">Reply</a>

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' navigation buttons. On the right side, there is a sidebar with a 'View/Reply Query' section containing a search bar and a 'View Query' link.

Step 7 : Click on “Reply” button.

The screenshot shows the 'Reply to the Query' interface. It features a large text area for entering a reply. Below the text area, it says 'Max Length(1000 Characters)' and '0 / 1000'. There is an 'Upload Document' button with a file icon and the text '(.pdf file of max 10 MB)'. Below this is a green 'Submit' button. On the right side, there is a sidebar with a 'View/Reply Query' section containing a search bar and a 'View Query' link.

Step 8 : Enter your reply , if any document upload needed you can upload pdf file.

Step 9 : Click on “Submit” button. Your reply will sent to BIS.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)

➤ To View your Archive Password Reset Request(s) using following steps :

Step 1 : Go to Forgot Password page.

Step 2 : Click on Archive Request(s).

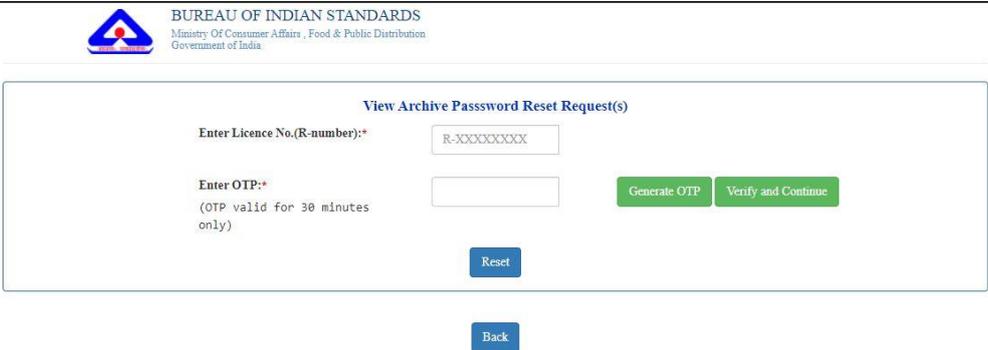
---



Step 3 : Enter R-number which was used in Password raised request.

Step 4 : Click on “Generate OTP” button.

---



Step 5 : Enter OTP received on your newly entered email id. And then click on “Verify and Continue” button.

After verifying the entered OTP. List of Archive Password Reset Request(s) will be shown on the page.

# PASSWORD RESET MODULE MANUAL FOR APPLICANT (LICENCEE)



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**View Archive Password Reset Request(s)**

Enter Licence No.(R-number):\*

Enter OTP:\*   
(OTP valid for 30 minutes only)

[Generate OTP](#) [Verify and Continue](#)

[Reset](#)

Password Reset Request(s) List

Show  entries

Search:

S.No.	Reference Id	Licence Number	Organisation Name	New Email Id	Payment	Uploaded Document	Request Status	View/Reply Query
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			<input type="text" value="Search"/>	<input type="text" value="Search"/>
1	PWR-000019	R- [REDACTED]	[REDACTED] Private Limited	abc@abc.aa	<a href="#">view</a>	<a href="#">view</a>	Accepted	<a href="#">View Query</a>
2	PWR-000018	F- [REDACTED]	[REDACTED] Private Limited	NA	NA	No Document found	Placed on records	NA
3	PWR-000017	F- [REDACTED]	[REDACTED] Private Limited	zz@zz.zz	<a href="#">view</a>	<a href="#">view</a>	Accepted	<a href="#">View Query</a>
4	PWR-000016	F- [REDACTED]	[REDACTED] Private Limited	ww@ww.ww	<a href="#">view</a>	<a href="#">view</a>	Rejected	<a href="#">View Query</a>
5	PWR-000014	R- [REDACTED]	[REDACTED] Private Limited	saddilessetrau-8238@yopmail.com	<a href="#">view</a>	<a href="#">view</a>	Accepted	<a href="#">View Query</a>
6	PWR-000013	R- [REDACTED]	[REDACTED] Private Limited	donimmupriwu-1247@yopmail.com	<a href="#">view</a>	<a href="#">view</a>	Accepted	<a href="#">View Query</a>
7	PWR-000012	R- [REDACTED]	[REDACTED] Private Limited	NA	NA	No Document found	Placed on records	NA

Showing 1 to 7 of 7 entries

Previous  Next

[Back](#)



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