4   *Forgot Password*:

To reset password please follow the below steps:

Step 1: *Open any browser as per your convenience (Mozilla Firefox is preferred) and type the following URL: https://www.ocr.gov.np/CRO/, you will view the following page.*

Fig 81: Login Page

Step 2: *Click on Forgot Password.*

Fig 82: Forgot Password

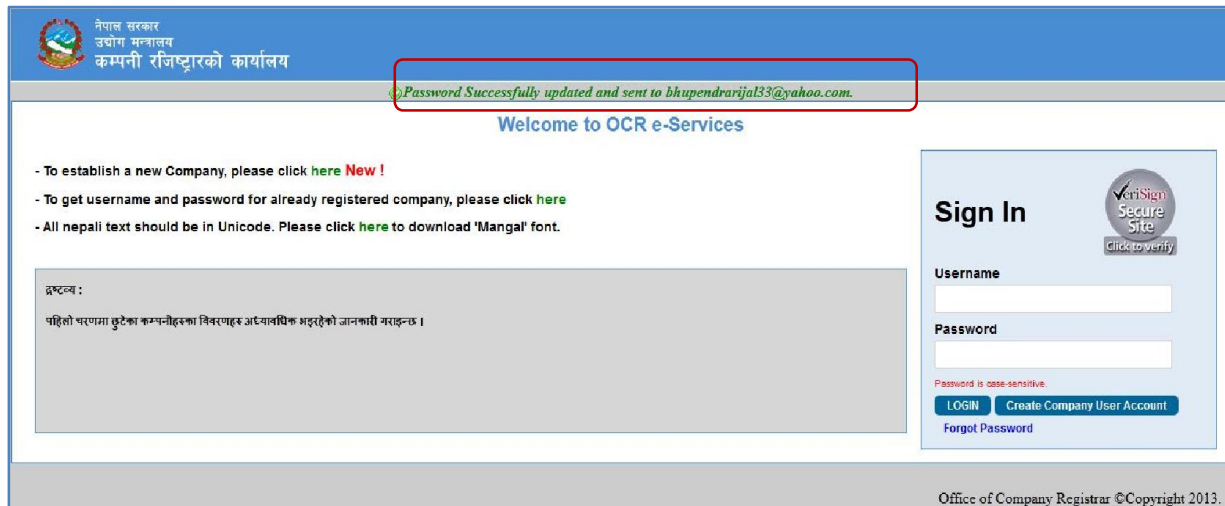***Step 3****: Type your company Username and click on search button.*

Fig 83: Sample page for username input

Step 4*: After clicking on search button if your e-mail id is valid, reset button will appear as in Fig 84 and then click on reset button.*
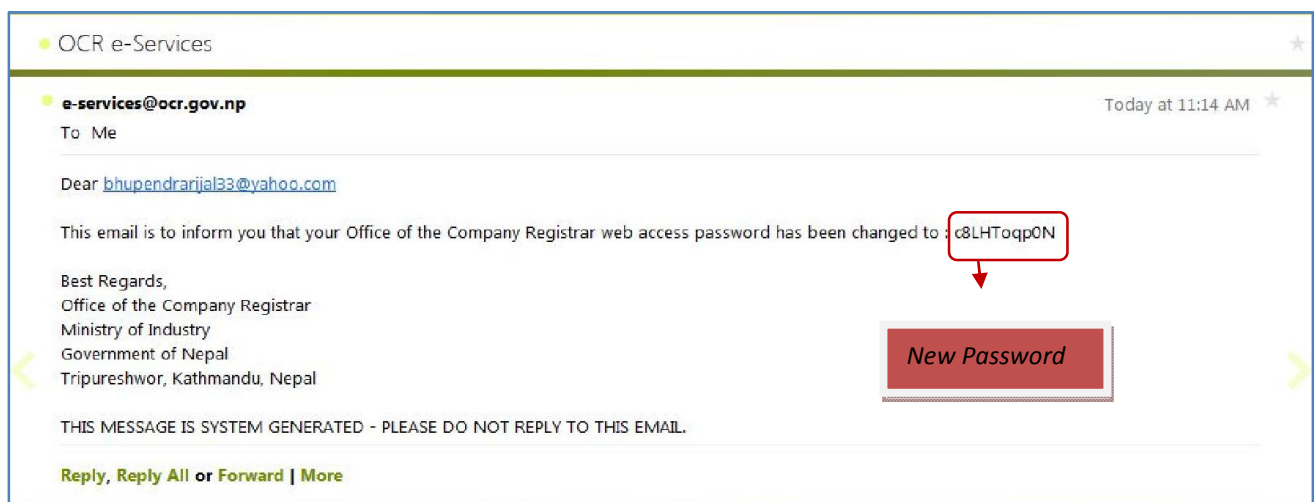

Fig 84: Reset Password

Step 5: *After clicking on reset button a message will be displayed as in Fig 85 and a mail containing your new password will be send to your respective e-mail id as in Fig 86.*

Fig 85: Message verifying update of Password

Fig 86: Mail with updated New Password