

## 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.

नेपाल सरकार  
उद्योग मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

Welcome to OCR e-Services

- To establish a new Company, please click [here New !](#)
- To get username and password for already registered company, please click [here](#)
- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font.

दृष्टव्य :

पहिलो चरणमा फुटेका कम्पनीहरूका विवरणहरू अद्यावधिक भइरहेको जानकारी गराइन्छ ।

CLICK HERE →

Sign In

Username

Password

Password is case-sensitive.

LOGIN Create Company User Account

Forgot Password

Office of Company Registrar ©Copyright 2013.

Fig 81: Login Page

**Step 2:** Click on Forgot Password.

नेपाल सरकार  
उद्योग मन्त्रालय  
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Reset Password

Please input your Username :

Search

Sign In

Username

Password

Password is case-sensitive.

LOGIN Create Company User Account

Forgot Password

Office of Company Registrar ©Copyright 2013.

Fig 82: Forgot Password

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

The screenshot shows the OCR e-Services portal. At the top, there is a header with the Nepali text 'नेपाल सरकार', 'उद्योग मन्त्रालय', and 'कम्पनी रजिष्ट्रारको कार्यालय'. Below this is a 'Welcome to OCR e-Services' message. On the left, there are instructions: '- To establish a new Company, please click [here](#) New !', '- To get username and password for already registered company, please click [here](#)', and '- All nepali text should be in Unicode. Please click [here](#) to download 'Mangal' font'. On the right, there is a 'Sign In' section with a 'Username' field, a 'Password' field, and buttons for 'LOGIN', 'Create Company User Account', and 'Forgot Password'. A 'VeriSign Secure Site' logo is also present. In the center, a 'Reset Password' dialog box is open, displaying 'Please input your Username : bhupendranijal33@yahoo'. The 'Search' button is highlighted with a red rectangle.

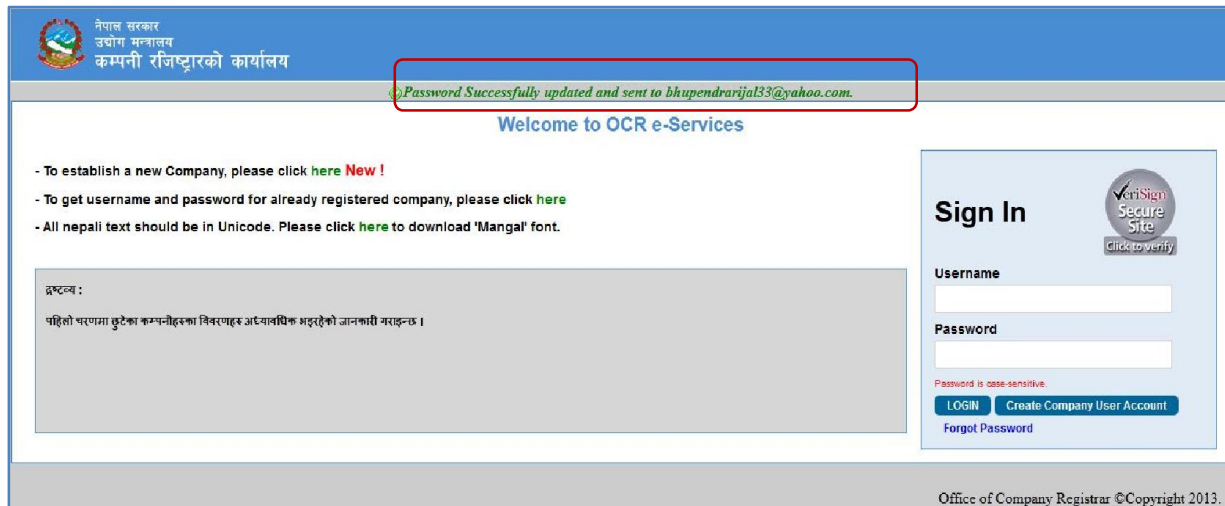
**Fig 83: Sample page for username input**

**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.

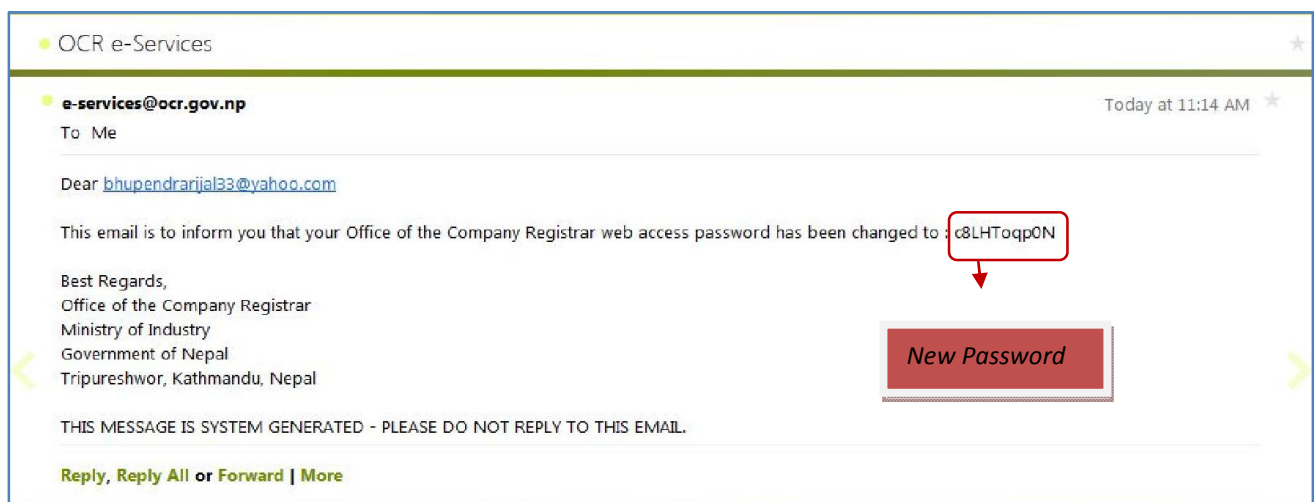
The screenshot shows the OCR e-Services portal, similar to Fig 83. The 'Reset Password' dialog box is open, displaying 'Please input your Username : bhupendranijal33@yahoo'. The 'Reset' button is highlighted with a red rectangle. The 'Search' button is also visible. The background content is the same as in Fig 83.

**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**