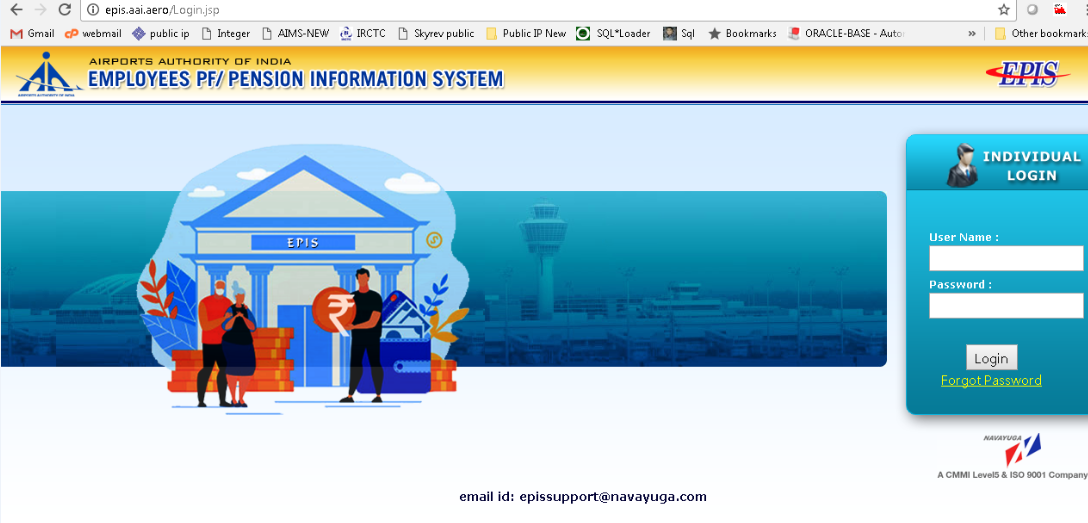
**Standard Operating Procedure (SOP) to view PF Card in EPIS by AAI Employees**

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## Login Procedure

## To View CPF Card, open URL <http://epis.aai.aero/Login.jsp> using any browser:



## Enter ‘User Name’ and ‘Password’ as per following details:

## User Name: User Name will be last Five digits of PFID.

## *Example*: 12345 -> 12345

## 01237 -> 1237(0 should not be considered if it is before the number)

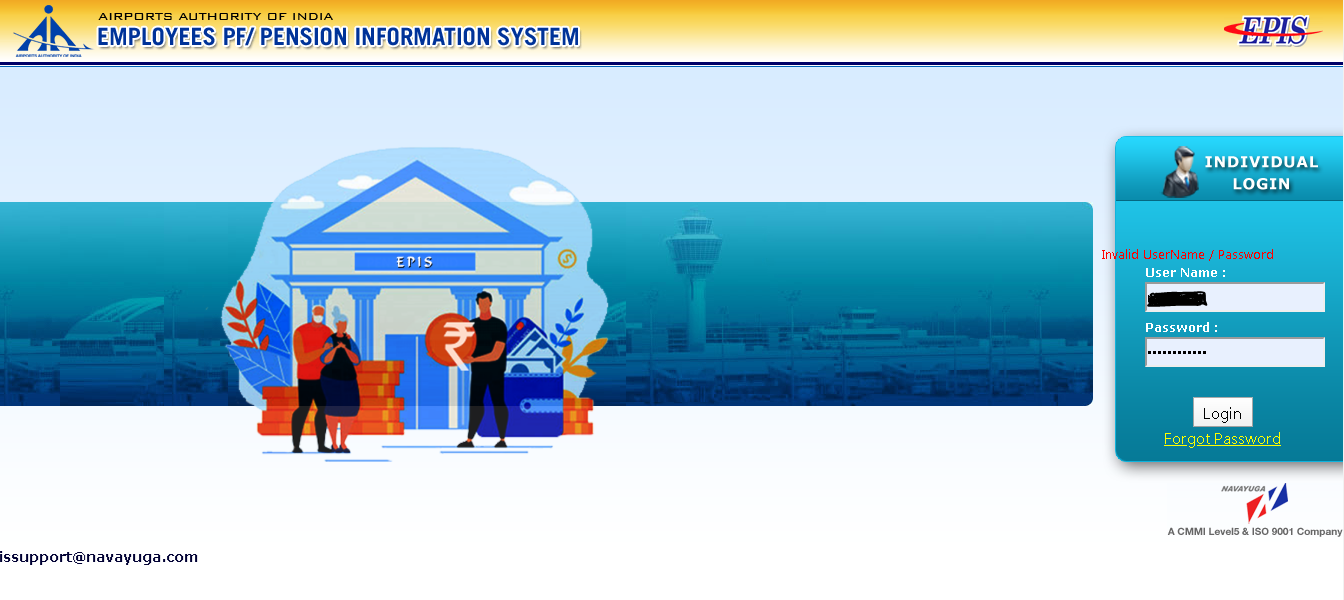
## 00056 -> 56(0 should not be considered if it is before the number)

## Password: The default Password is date of joining of the employee in the format: DDMMYYYY.

## *Example:* 13/7/1998 -> 13071998

## 01/09/1978 -> 01091978

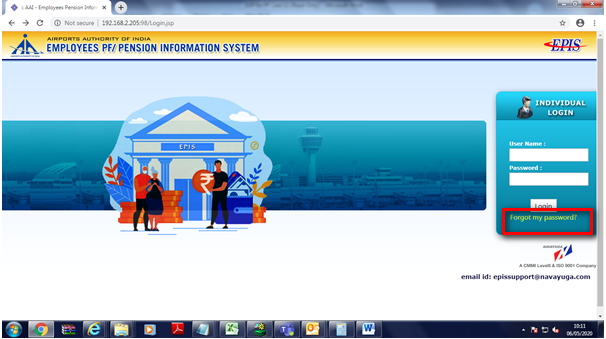
## Enter the User Name and Password as per above mentioned format and click on Login button:



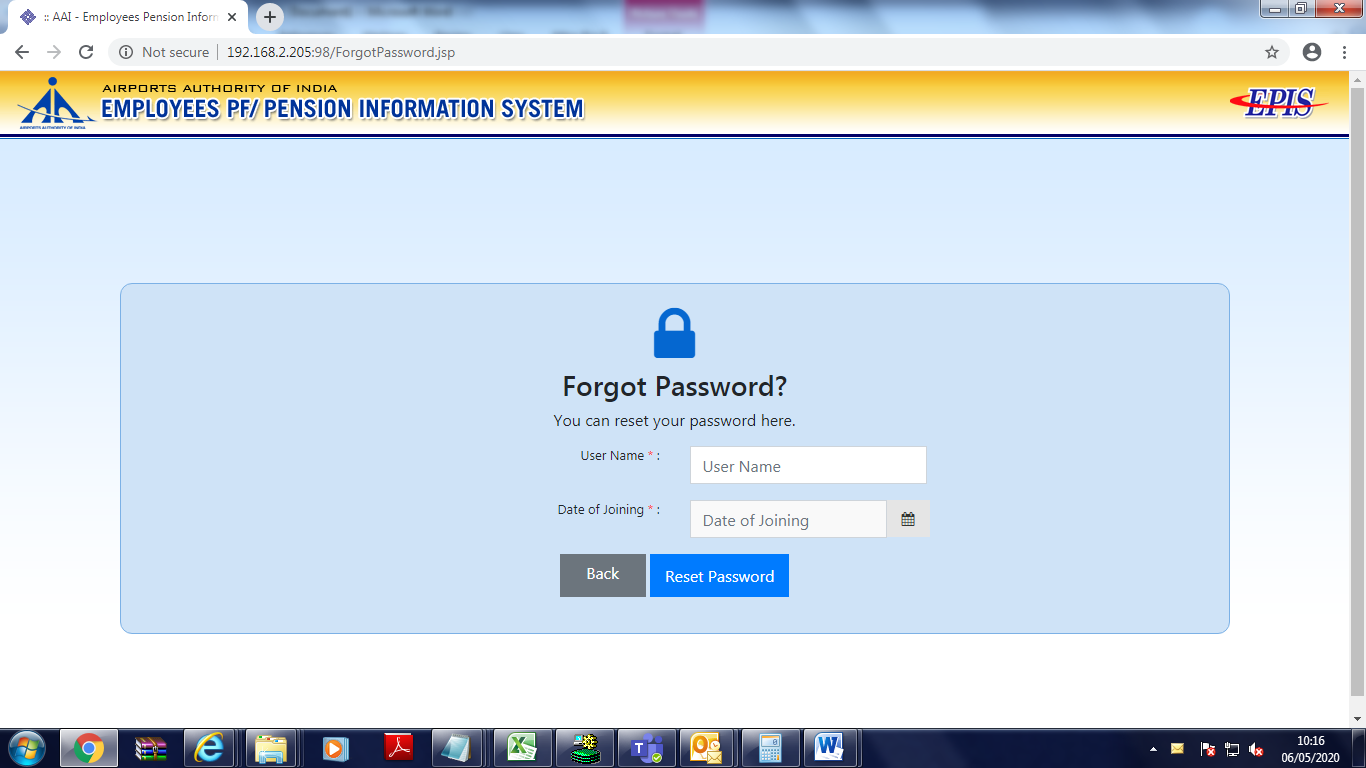
### Enter User Name and Password as per format define above

## **Forgot Password**

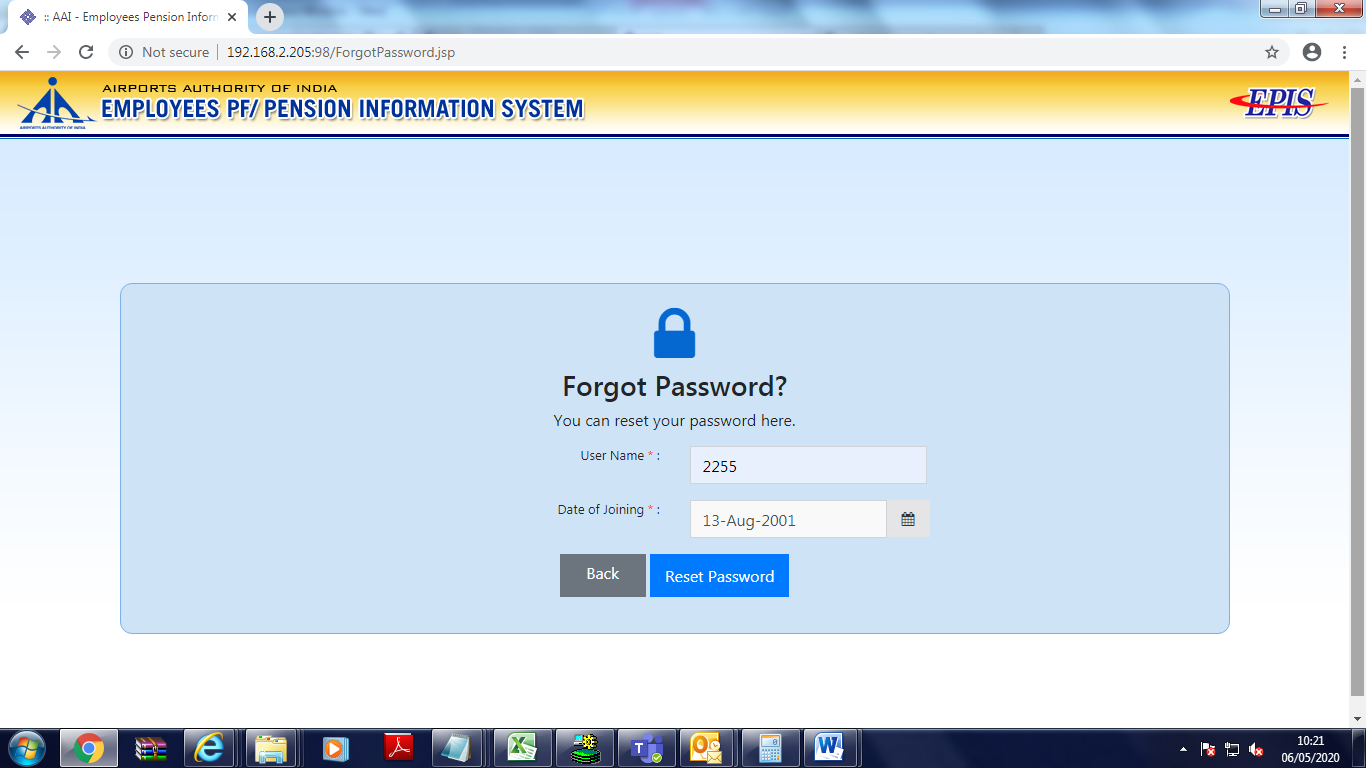
## If you encounter an Unsuccessful Login attempt due to Password issue, click on “Forgot Password” option to reset the password:



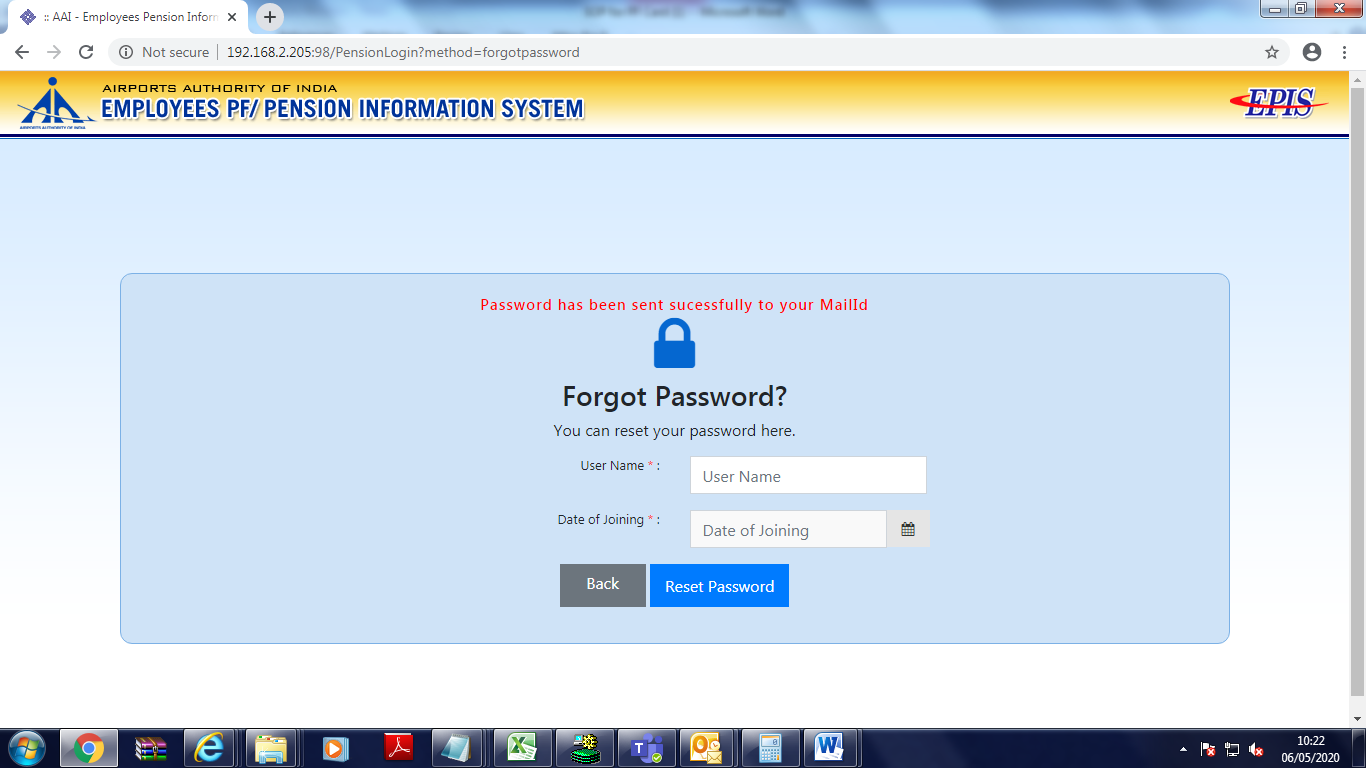
* By Clicking on the Highlighted Box shown in the above screen the page will navigate to the below screen



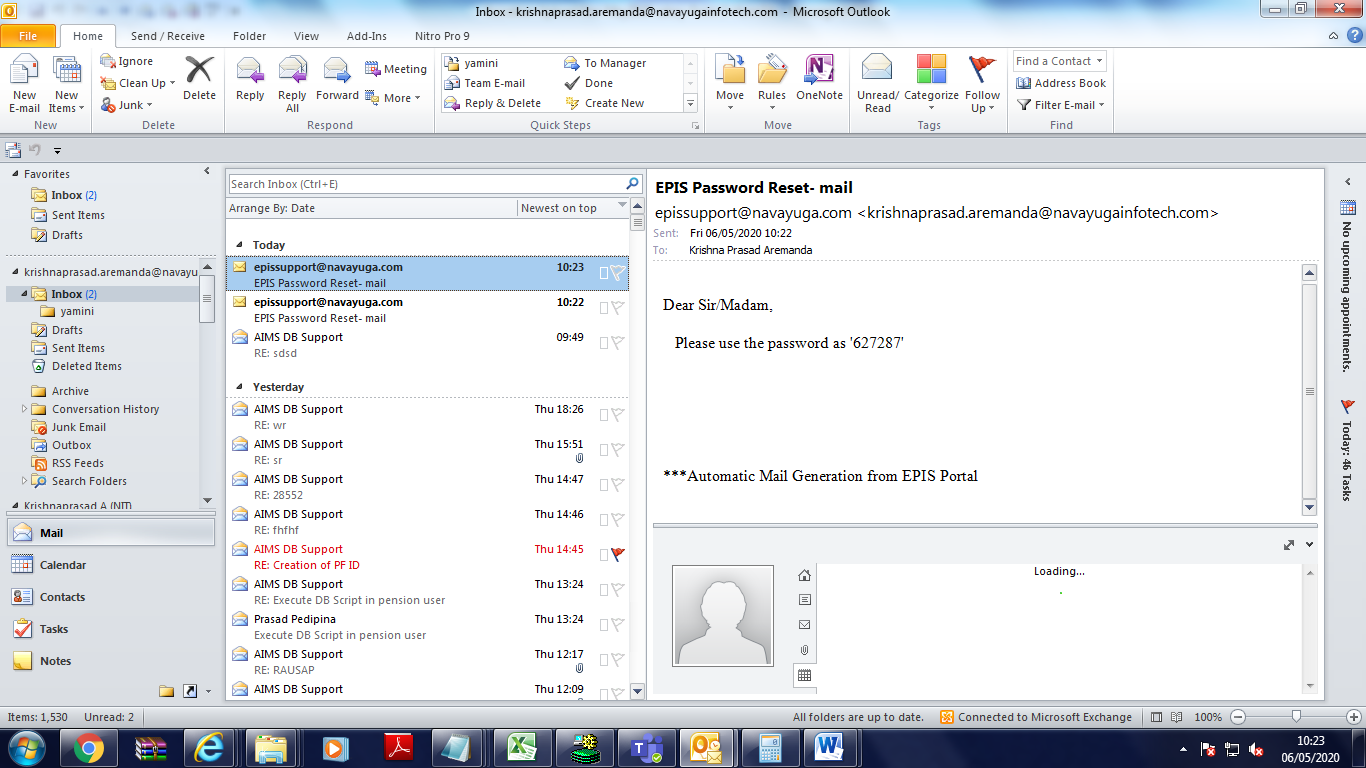
* Need to enter the Credentials from the above screen



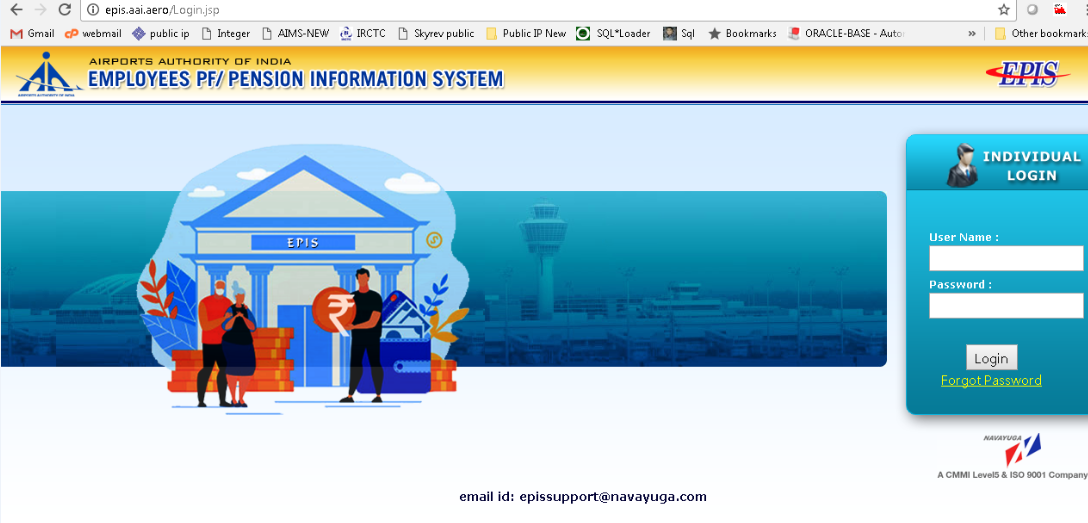
* After Entering Username and Date of joining of the employee the temporary password will be sent to the Mail ID which have been configured automatically with the PF ID . The below screen will POP up.

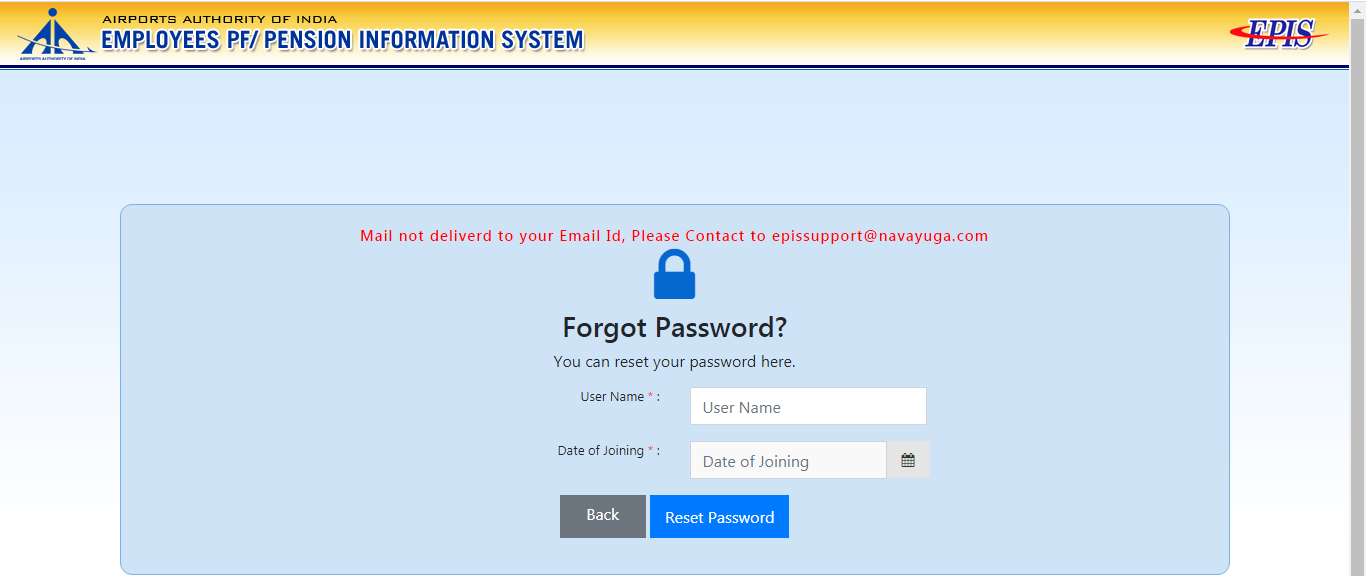


* Once we receive the alert “ The Password has been sent successfully to your mail id” the mail be received as below.



We need to use the passcode seen in the Mail in the login Page of EPIS which has been shown as below.





* If the User name and Date of joining are mismatched then the above alert will be triggered. Need to contact EPIS Support Desk(epissupport@navayuga.com).

Please note that the password reset option is currently available with technical support team, if the user encounters any problem during login, he / she should send the request to Technical Support team on email id [epissupport@navayuga.com](mailto:epissupport@navayuga.com) along with following details

Employ Details: \_\_\_\_\_\_\_\_\_\_

PFID: \_\_\_\_\_\_\_\_\_\_\_

Date of Joining: \_\_\_\_\_\_\_\_\_

*Very soon Password reset option will be available with the user, after which the users can reset the password themselves.*

## Password Policy & Password Change Option

## Users must follow the password change policy as described below:

### Minimum Password Length: 8 Character

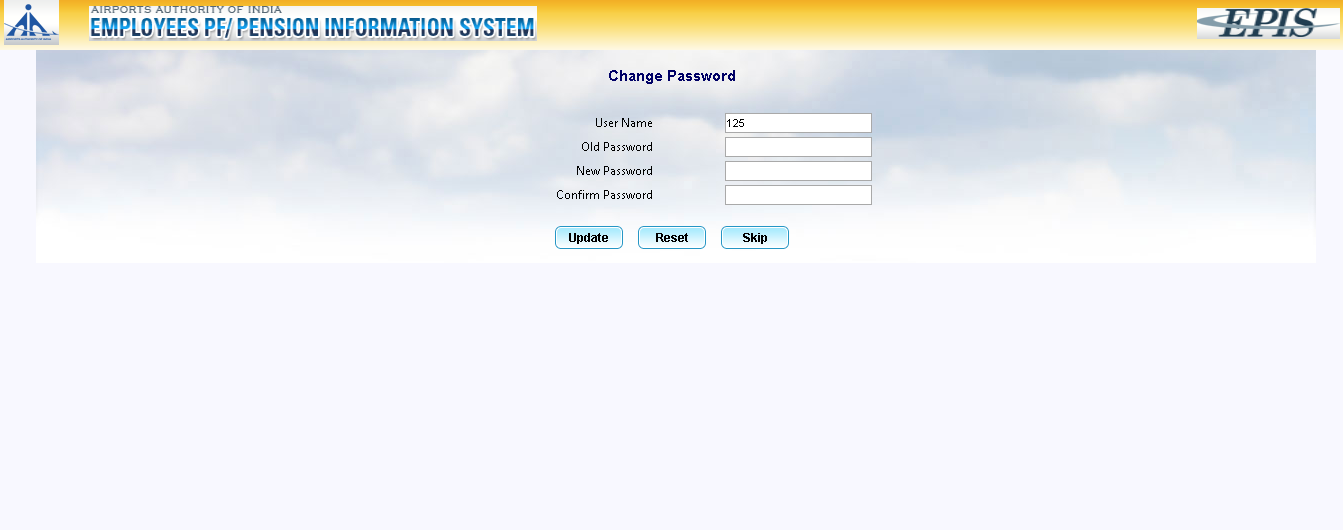
### Password Complexity:

### Password shouldn’t contain the User Name

### Passwords must use at least three of the four available character types: Lowercase Letters, Uppercase Letters, Numbers, and Symbols.

### (Sample password: P@ssword5)

## The successful login attempt, first time the following screen will be opened:



Set the password as per define Password policy

## Here in this screen the “Change Password”

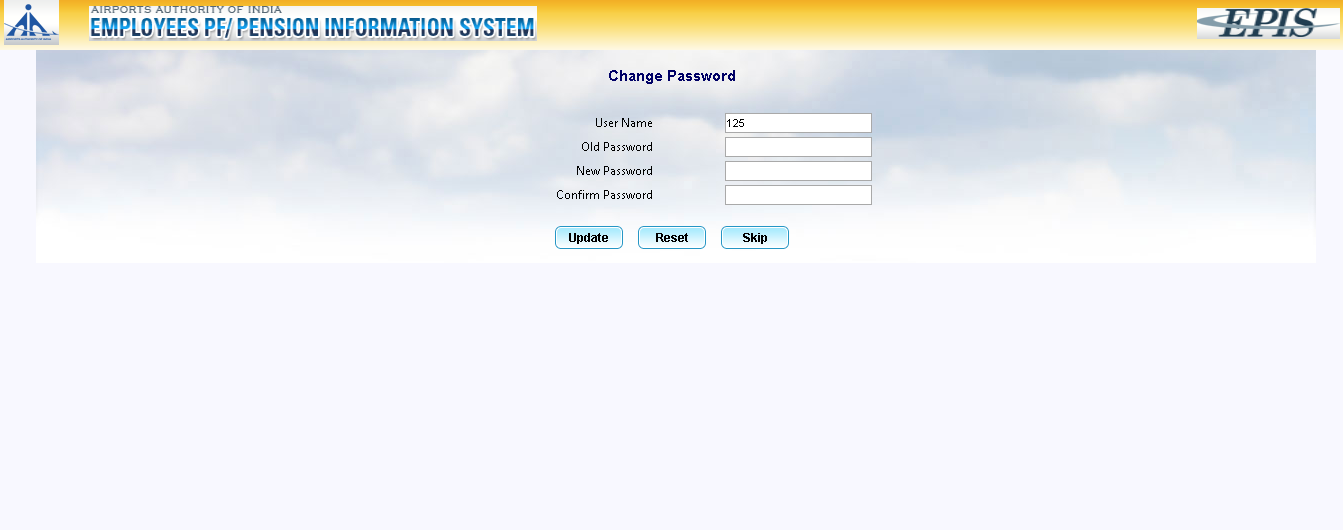
## Chose “Update” to change password

## Password Change Option: Apart from the above password change process, users can change the password themselves using the password change option as per the following screen shot:

## 

### Chose ‘Password Change’ option for manually password change

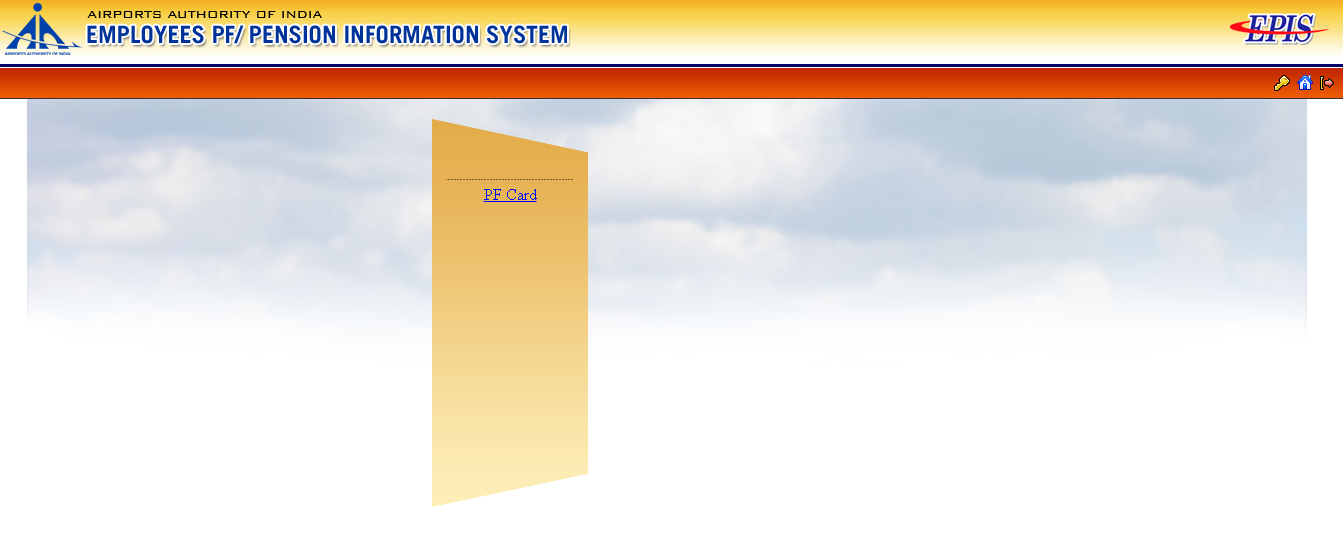
Password change option screen; user must set password as per password policy:



Set the password as per Password policy

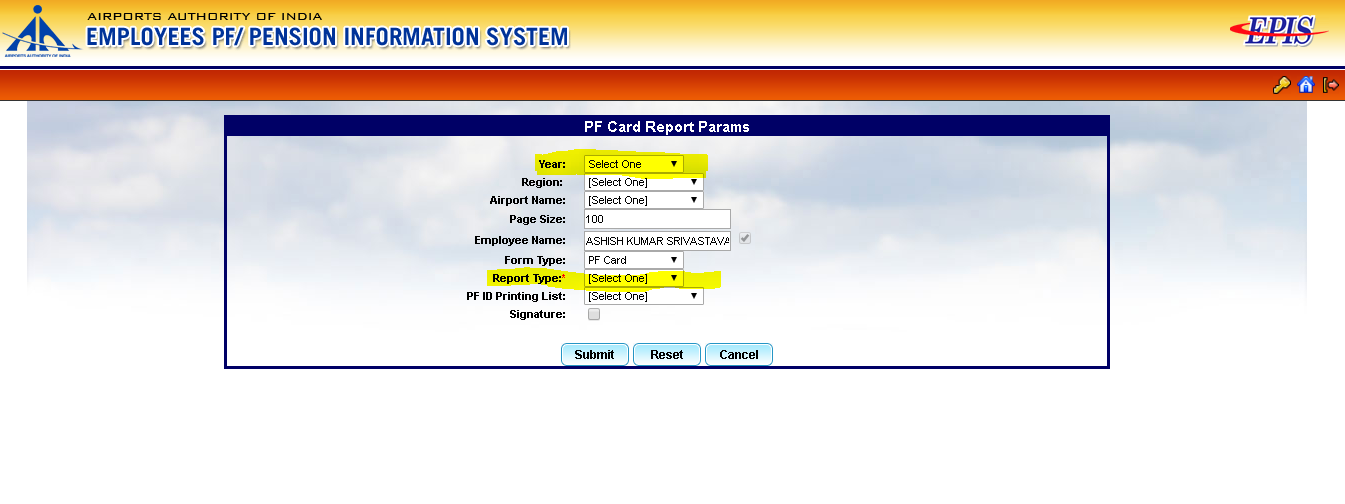
## View PF Card

## After successful login, the following screen will appear.



### Click on PF Card to view PF Details

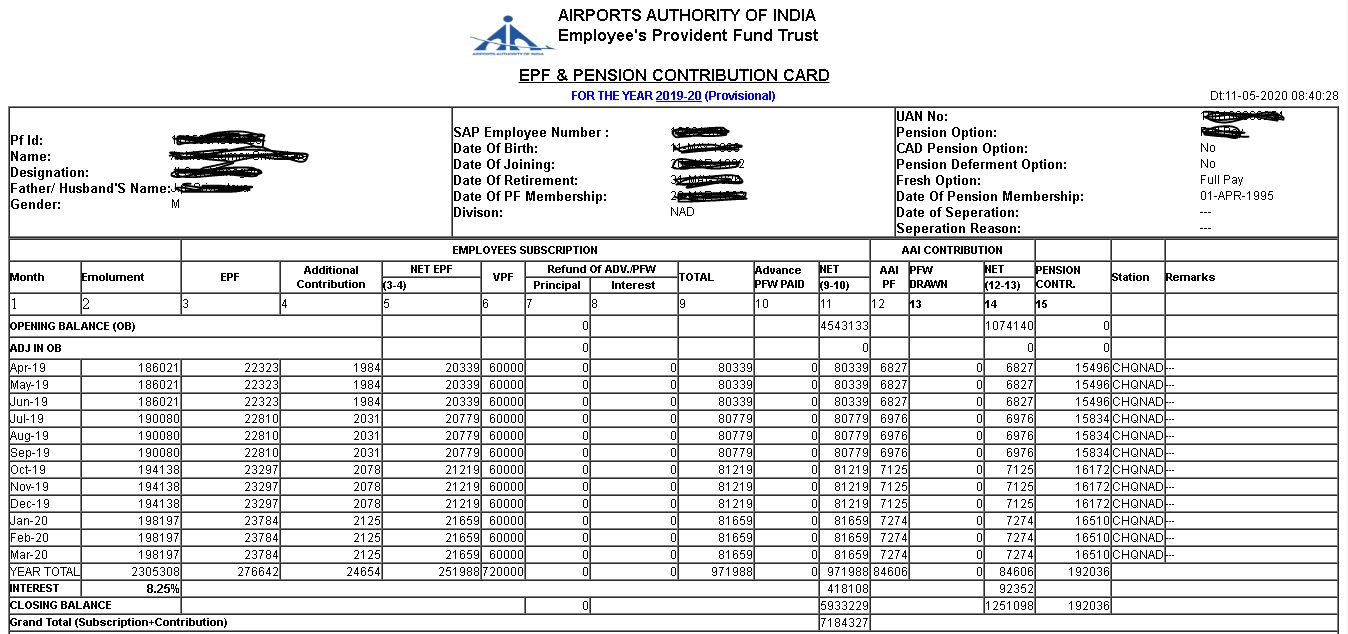
## Select or Enter Parameters for PF Card Report as per below screen:



### Click on ‘Submit’ to view PF Details

## *Note: Here in the above screen, Year and Report type fields are mandatory.*

## On submission, the following screen will appear with EPF & Pension Contribution details:



## *To print PF Card -> Right click on PFCard Report and choose the print option to print.*