



**KFin Technologies Limited – Central Recordkeeping Agency**



**PFRDA**

**Standard Operating Procedure**

**For**

**Maintenance of User IDs of NPS Entities Version 1.2**

**KFin Technologies Limited**   
(Formerly known as KFin Technologies Private Limited)

**Registered & Corporate Office:**  
Selenium Building, Tower-B, Plot No- 31 & 32, Financial District, Nanakramguda,  
Serilingampally, Hyderabad, Rangareddi, Telangana, India, 500032.

**CIN: L72400TG2017PLC117649**

## Document Revision History

Sr.No.	Version	Prepared / Revised By	Reviewed & Approved By		Reasons for revisions
			Name	Date	
1	1	Raghwendra Sharma	Ramesh Godavarthi	Jan 27, 2017	Initial version
2	1	Raghwendra Sharma	Ramesh Godavarthi	Jan 4, 2018	No changes
3	1.1	Raghwendra Sharma	Ramesh Godavarthi	4th Dec 2019	Change of Logo and Name from Karvy Fintech Pvt Ltd to Kfin Technologies Pvt Ltd.
4	1.1	Raghwendra Sharma	Ramesh Godavarthi	4th Dec 2020	No Changes
5	1.1	Raghwendra Sharma	Ramesh Godavarthi	1 <sup>st</sup> Dec 2021	No Changes
6	1.1	Raghwendra Sharma	Hemant Thakker	1st Dec,2022	No Changes
7	1.2	Raghwendra Sharma	Siddhartha Gautham	18th March,2023	Change in company name and logo. Added new SOP format

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## 1. Introduction

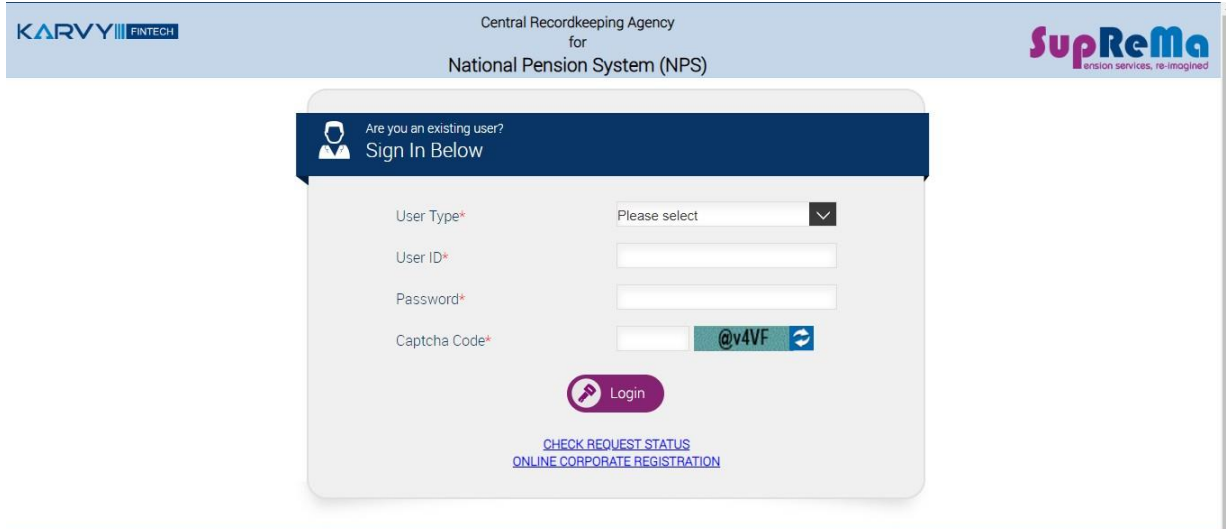
- User IDs are created to login the CRA system where the various request can be raised by Nodal office as per the role and responsibility provided during the registration.
- This User manual will help the Nodal office to create additional User IDs through which the User may assign roles. For additional User registration there is no requirement of physical document.
- User can register the additional User by providing minimum details online in CRA system.
- User is limited to create only 5 User IDs whereas to create more User IDs, it is requested to email to [kcra@kfintech.com](mailto:kcra@kfintech.com).

## 2. Benefits

- No Documents required
- User ID created immediately
- Instant I-PIN creation
- Create 5 User ID instantly
- Specific Role can be assigned to the User ID

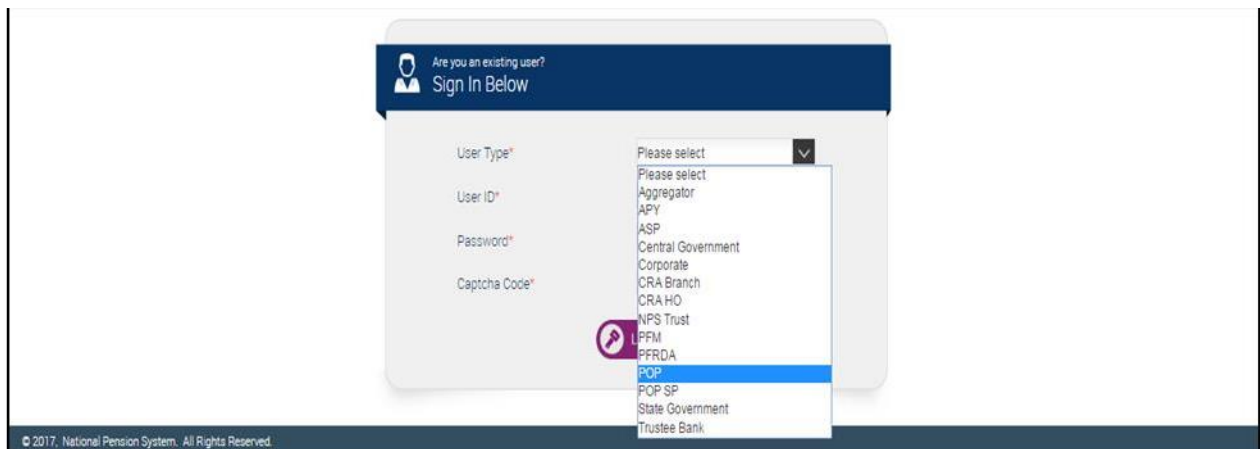
### 3. Creation of Additional User ID

Step 1: To create additional User ID, login to CRA system: <https://cra.kfintech.com/>



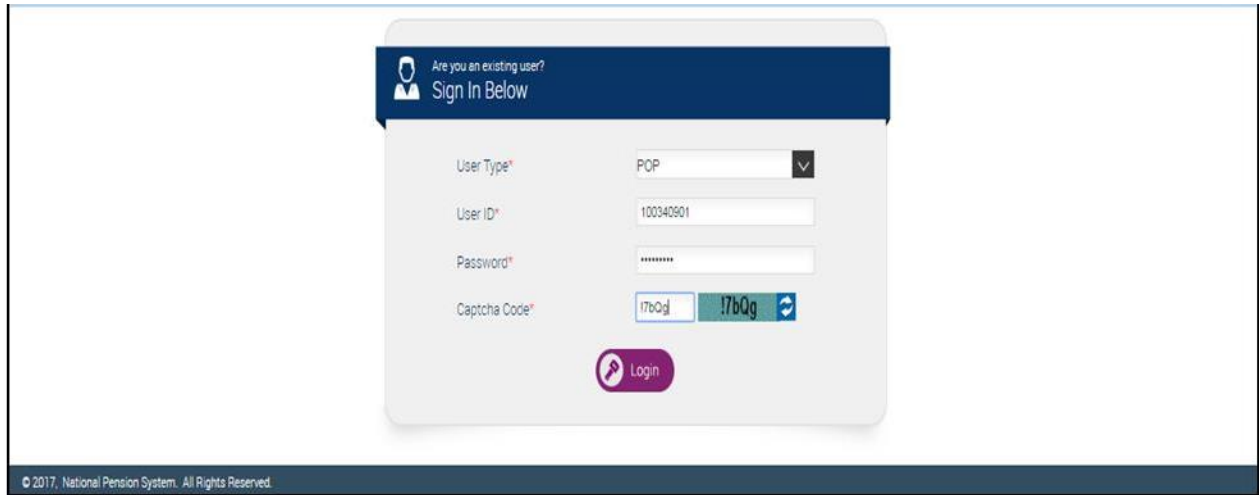
**Figure 1**

Step2: User needs to select 'User Type' from the dropdown and enter "User ID", "Password" and "Captcha Code" (Displayed next to the text field).

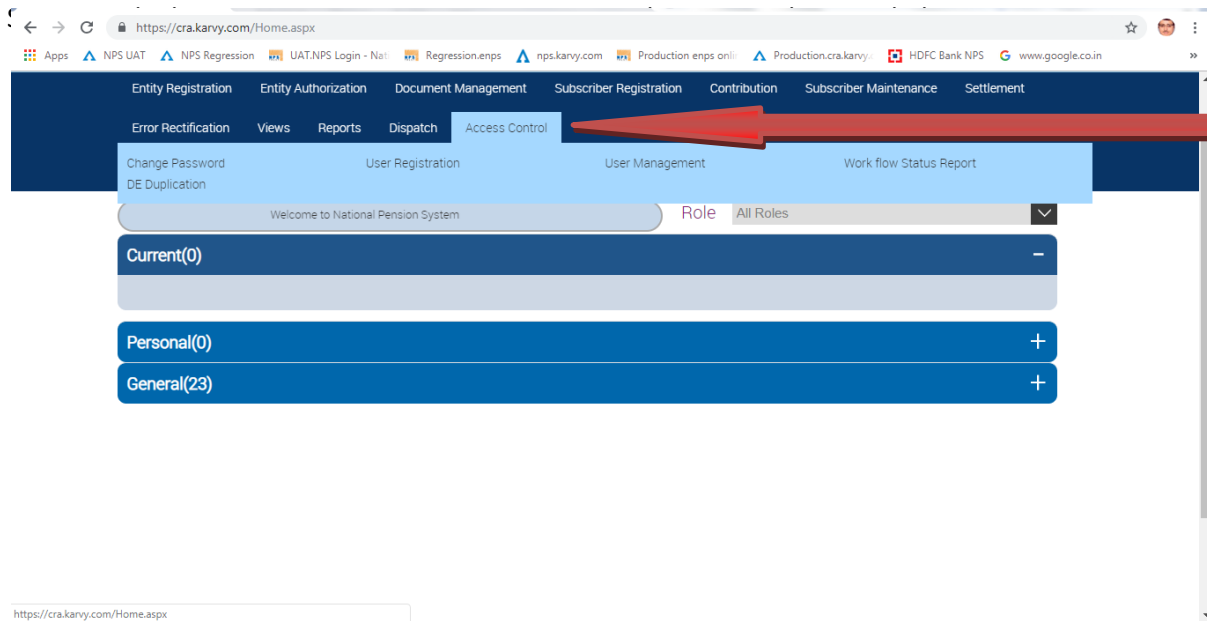


**Figure 2**

Step 3: Click on "Login" button after entering all the details

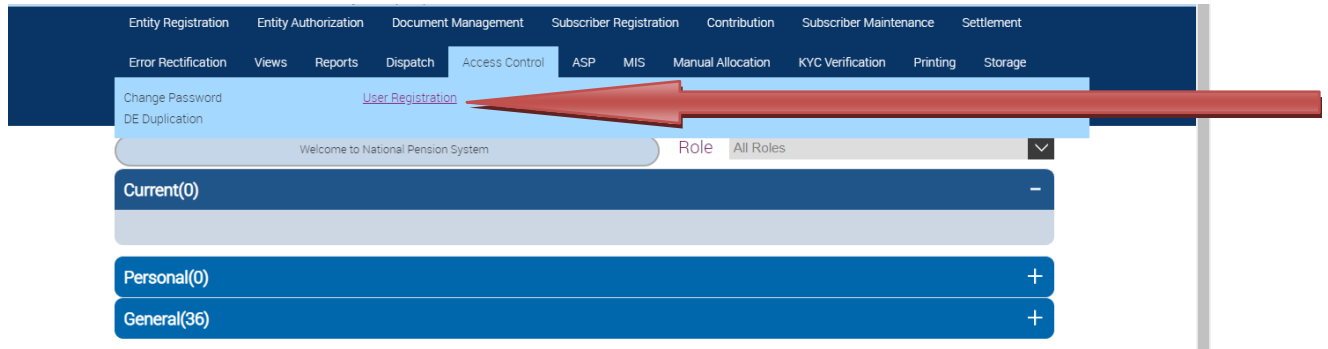


**Figure 3**



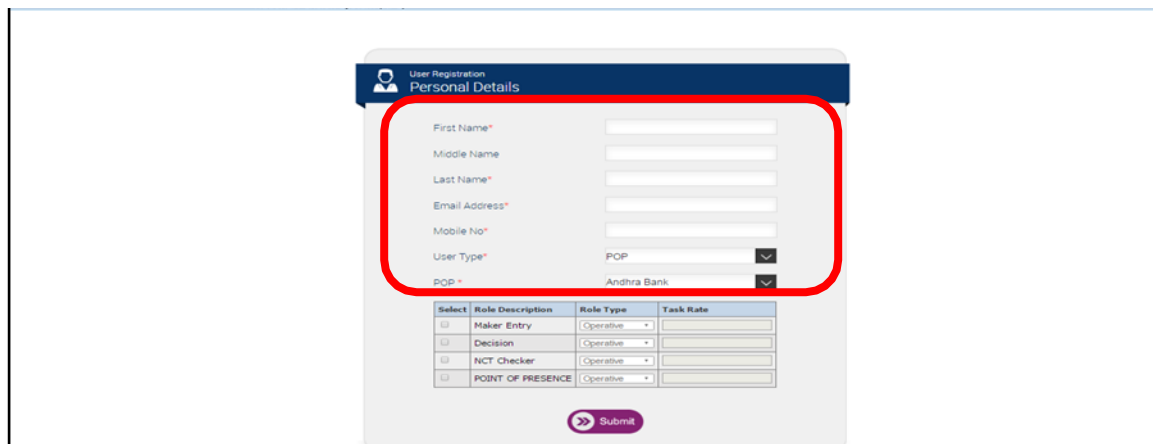
**Figure 4**

Step 5: Click on “User Registration “as shown below.



**Figure 5**

Step 6: User Registration screen will open.

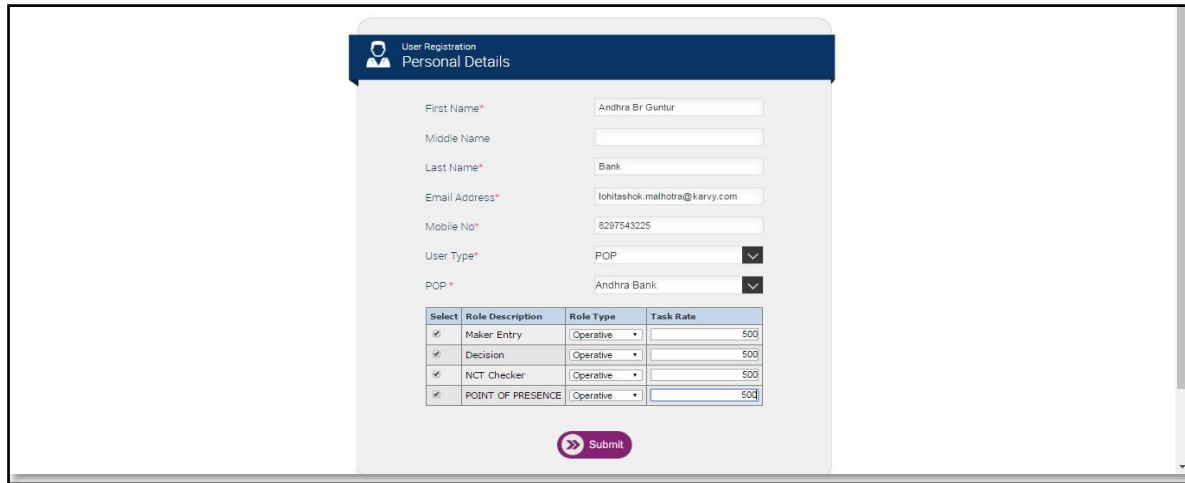


Select	Role Description	Role Type	Task Rate
<input type="checkbox"/>	Maker Entry	Operative	
<input type="checkbox"/>	Decision	Operative	
<input type="checkbox"/>	NCT Checker	Operative	
<input type="checkbox"/>	POINT OF PRESENCE	Operative	

**Figure 6**

- Enter the "First Name", "Last Name", "Valid Email Address", "Mobile Number" in respective fields as shown below.
- User Type and POP details will be auto populated.

Step 7: Select the roles as Applicable and as per your Requirement in the Description, Role Type as "Operative" and Enter the Task Rate as per the defined role Eg: 500.

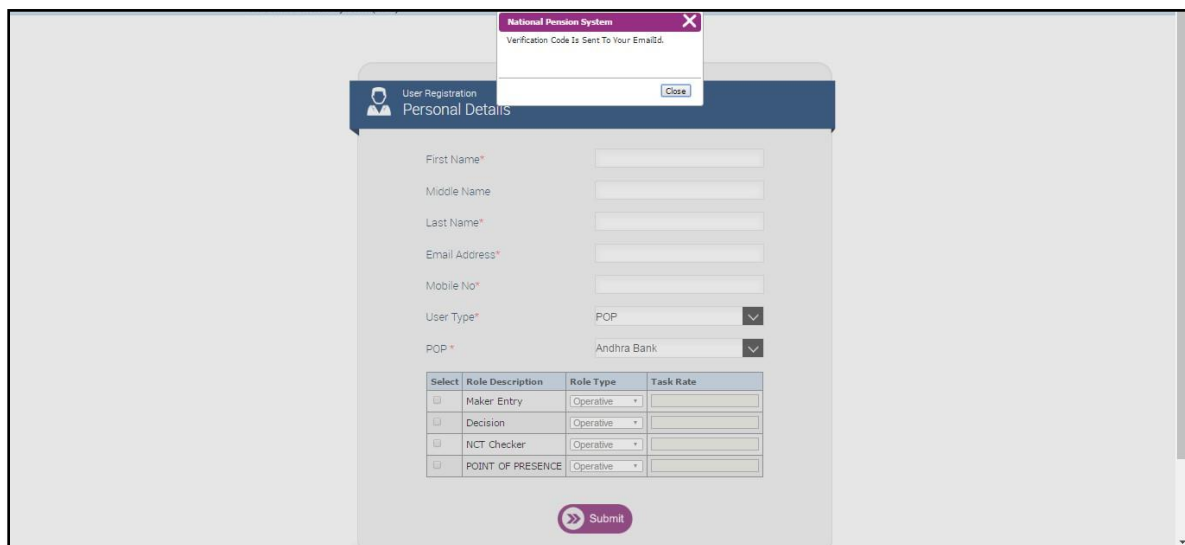


Select	Role Description	Role Type	Task Rate
<input checked="" type="checkbox"/>	Maker Entry	Operative	500
<input checked="" type="checkbox"/>	Decision	Operative	500
<input checked="" type="checkbox"/>	NCT Checker	Operative	500
<input checked="" type="checkbox"/>	POINT OF PRESENCE	Operative	500

**Figure 7**

Step 8: On submitting the request, the verification code will be sent to email ID entered at the time of creating User ID.

A confirmation will appear as a pop-up intimating that the verification code is sent to the email ID.



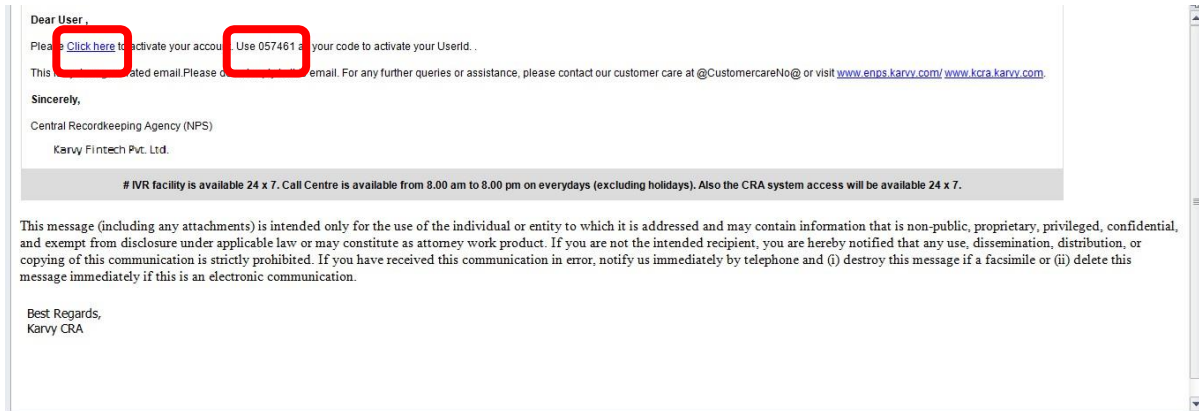
**Figure 8**

Step 9: User will receive an email to the registered Email ID which contains an activation link and the activation code to activate their User ID.



- a. Kindly Note the code as shown in below image which has to be provided in next steps.

b. Click on the link as shown below “Click here”.



**Figure 9**

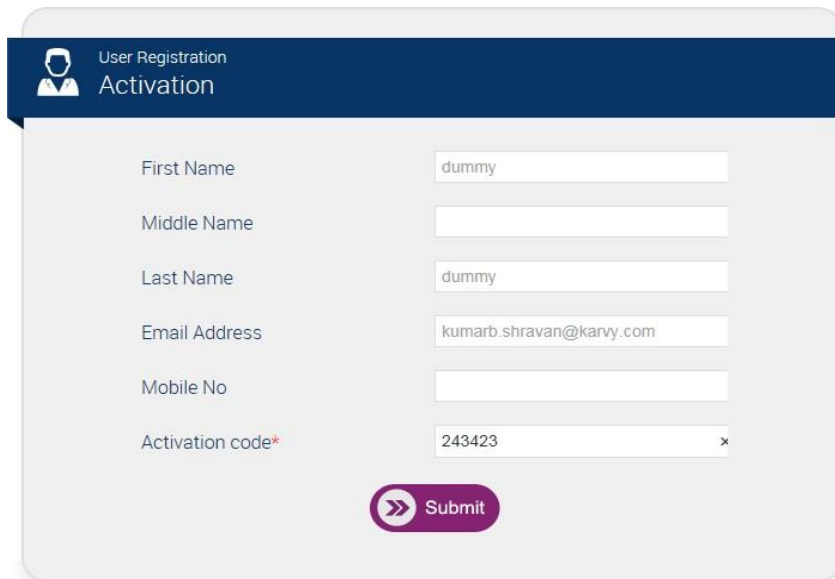
Step 10: User needs to enter the Activation code as provided in registered mail ID and then Press Submit Button.

User Registration Activation	
First Name	Andhra Br Guntur
Middle Name	
Last Name	Bank
Email Address	lohitashok.malhotra@karvy.com
Mobile No	
Activation code*	057461
<input type="button" value="Submit"/>	

**Figure 10**

Step 11: System will prompt the User to create his/her own password.

The Password should be in 8 Non-blank Alfa Numeric Characters which Contains a mix of at least One capital letter, One Numeric character and One Special Character Eg:- Bharat@33



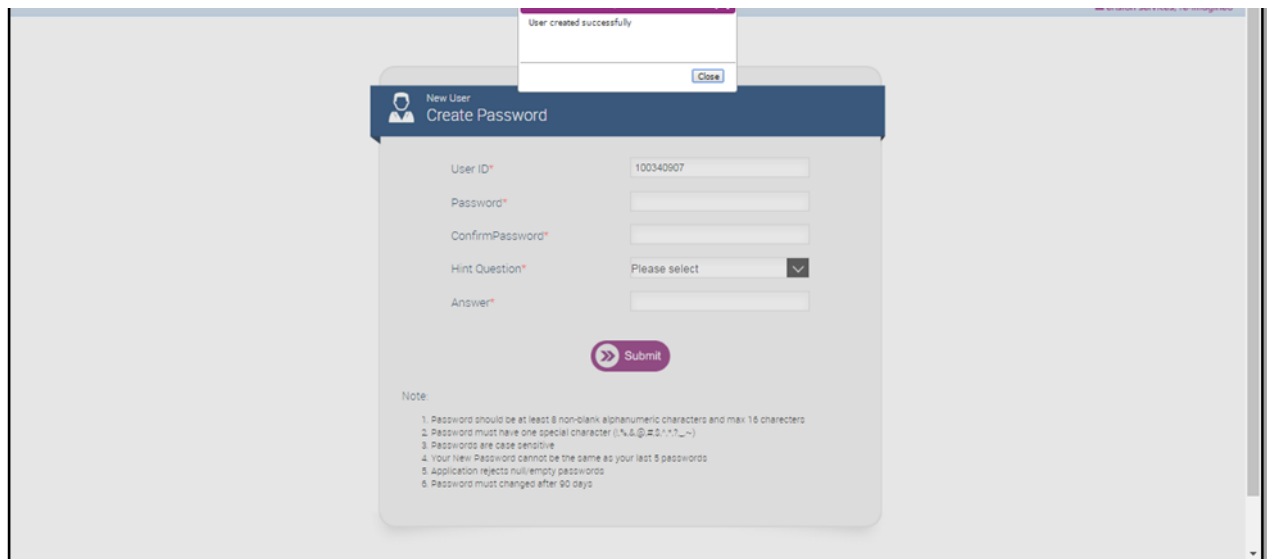
The form is titled "User Registration Activation" and includes the following fields:

- First Name: dummy
- Middle Name: (empty)
- Last Name: dummy
- Email Address: kumarb.shravan@karvy.com
- Mobile No: (empty)
- Activation code\*: 243423

A "Submit" button is located at the bottom of the form.

**Figure 11**

Step 12: On Submitting the request, 'User Created Successfully' pop-up will appear on the Screen as shown below.



The form is titled "New User Create Password" and includes the following fields:

- User ID\*: 100340907
- Password\*: (empty)
- ConfirmPassword\*: (empty)
- Hint Question\*: Please select (dropdown menu)
- Answer\*: (empty)

A "Submit" button is located at the bottom of the form. A "User created successfully" pop-up message is displayed above the form. A "Note" section at the bottom of the form contains the following instructions:

1. Password should be at least 8 non-blank alphanumeric characters and max. 16 characters
2. Password must have one special character (!,~,@,#,%,^,&,\*,-,\_)
3. Passwords are case sensitive
4. Your New Password cannot be the same as your last 5 passwords
5. Application rejects null/empty passwords
6. Password must be changed after 90 days

**Figure 12**

Step 13: Login with your New User ID and Password in the CRA website.

Are you an existing user?  
Sign In Below

User Type\* POP

User ID\*

Password\*

Captcha Code\* 4kF61

Login

[CHECK REQUEST STATUS](#)  
[ONLINE CORPORATE REGISTRATION](#)

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**Figure 13**

#### 4. Resetting Password (I-PIN) on blocking of User ID

If User provides the incorrect I-PIN /Password more than 5 times would block the User ID. Below steps to be used for resetting of Password:

1. Once the User ID is blocked, User needs to contact CRA.
2. CRA will send a link to User registered Email ID for generating the password.
3. For reset Password, User needs to follow the I-PIN generation process (from steps 10 to 13) as provided above.

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