

- 1) Login "gicpensioners.com" and go to Home page.
- 2) You can find a Caption "LOGIN/REGISTER" at the top, at the right hand side of the home page, click on
- 3) " Login/Register page", "forgot password" Page will appear
- 4) It will ask "Email/Mobile". You can enter either of it. (Note: Email or Mobile number must be there in the system of website data)
- 5) If it is not there you cannot proceed. Send your Email and Mobile No. to "gicpensionersassn@gmail.com " we will enter it. You cannot enter it directly into the website.
- 6) For the password you can have you own. i.e. "abcd@123" (consisting of alphabets, special characters and numeric nos.)
- 7) Confirm the password by entering the same pass word once again. Don't forget the pass word note it somewhere.
- 8) To get the OTTP, down below there one provision "Forgot the pass word "click on it and you will get OTTP on Email or on your Mobile as per your request.
- 9) Enter OTTP and submit.
- 10) Your entered Data record will appear, If you find any corrections is to be made, i.e. in Name, address, change of address etc. correct the same. Please Note in the structure field wherever (*) sign cannot kept blank.
- 11) Update the record. if you don't do it your corrections will not be updated or saved.
- 12) In case any query/correction don't forget to give us your NTR No. (Membership No.) It will help us to locate you record easily in the website.
- 13) In case if you cannot execute the correction you can send the same details, to us through email.
- 14) **To carry out this exercise you need not need computer. You can do it on your Mobile as well.**