

COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/AUDIT/DP/POLICY/2024/499

August 30, 2024

NEW FACILITY FOR UNLOCKING USER ACCOUNTS AFTER MULTIPLE INCORRECT PASSWORD ATTEMPTS IN AUDITWEB

DPs are advised to note that a new feature has been introduced on the web application <u>https://auditweb.cdslindia.com/</u>, providing Admin rights to unlock user accounts that have been temporarily locked due to multiple failed login attempts.

Following are the steps for the first-time login of a DP Admin.:

- 1. Log in to <u>https://auditweb.cdslindia.com/</u>
- 2. Select Login Type (e.g. DP_Admin)
- 3. Select User ID (e.g. Admin_DPID)
- 4. Enter default password as (Abc123#)
- 5. Enter Captcha
- 6. Click on Sign in

Once you click on 'Sign In,' it will direct you to the following page:

*corral De	pository Services (I Convenient * Dependable * Secu	ndia) Limit °	ed.
Aud	IT APPLICATIC	N	
For	got Passwoi	۲D	
🤷 Login Type	Select	*	
🔊 User ID	User ID		
🗞 Email ID	Email ID		
	I'm not a robot	reCAPTCHA Privaty - Terms	
Submit	Cancel		
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On this page:

- 1. Select Login Type (e.g. DP_Admin)
- 2. Enter User ID (e.g. Admin_DPID)





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- 3. Enter DPs registered email id
- 4. Submit
- 5. OTP will be sent to registered email id and mobile number
- 6. Enter OTP and verify

Once you enter the OTP and click on 'Verify,' it will direct you to the following page to reset the default password:

AUDIT A	PPLICATION	
Forgot	Password	
You can reset	your password here	
A New Password	New Password	
Confirm Password	Confirm Password	
	Save Changes	
* Password Instructions : lowercase character [a-z], one special character [*.1@ least 8 characters in length	At least one digit [0-9], one one uppercase character [A-Z], 0#\$%^&(){}[]:;<>,] and at	

Once the password is reset, it will direct you to the 'SIGN IN' on the auditweb application where you are required to enter your login credentials.

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	AUDIT	Application	
	S	IGN IN	
🔹 L	ogin Type	Select 🗸	
<u>ε</u> ν υ	ser ID	Enter Login ID	
Q p	assword	Password	
		506db3	
		Enter Code	
		Sign In	
Eor	got password	Registration for DP / RTA	
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Convenient Dependable Secure

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Once loged in:

- 1. Click on Admin Profile
- 2. Update mobile & email id which is not already registered in audit web portal
- 3. Click on Update

Following are the steps to unlock the User account:

- 1. Select Login Type (DP_Admin)
- 2. Select User (Admin_DPID)
- 3. Enter Password
- 4. Enter Captcha code
- 5. OTP will be generated and sent on registered mobile number
- 6. Enter OTP
- 7. Select log in type to unlock the user account (i.e. DP, Auditor, Designated Officer, CISA Auditor)
- 8. Click on unlock user.

In the case the DP_Admin account gets locked, DPs are required to send request to CDSL on email audit@cdslindia.com

The said facility shall be released on Friday, August 30, 2024.

Queries regarding this communiqué may be addressed to CDSL – Audit, Inspection & Compliance Department on telephone nos. (022) 62343082, 62343076, 62343084, 62343075, 62343083, 62343077.

For and on behalf of Central Depository Services (India) Limited

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Ajit Prabhu Senior Manager - Audit, Inspection & Compliance