Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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 https://auditweb.cdslindia.com/, 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 https://auditweb.cdslindia.com/
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:

On this page:

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

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:

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.

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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