

The **MSEB CPF Portal** was started in Jan-2015 for MSEB PF employees to login and check their CPF balances and other details. As and when facilities are added, the same are informed through CPF circulars and instructions. It is found that many employees enter wrong email id and/or mobile number while registering to portal OR they forgot password of the email id entered while registration OR they register with someone else's email id and mobile number OR they enter office email id and mobile number instead of personal mail and mobile number. Due to this, the employee may not get password on their mail or mobile number. Also employees are unable change password or get new password on their personal email ids. **Hence, it is instructed to use correct personal email Id and mobile number which is in daily use of the employee while registering to CPF portal. After getting password, immediately login and change the password which can be remembered. Note down the password somewhere in your personal documents, diaries. Also check 'My Profile' if any email or mobile number wrongly entered. If wrong, correct the same in 'My Profile'.** Provision will be made to print the details of registration after successful registration.

It is also found that the employees are sending following form even if email id is correct in CPF portal. **First check using 'Forgot Password' option to get password on registered email Id.** Check all possible email Ids on which employee thinks may have used while registering. **Sometimes email server may have some problem due to which mail of password may not be received even on correct email Id.** Wait for one or two days and try again. **If employee knows that email id is correct in system, do not send this form.** If mail not received on any email Id, then only fill up the following form for change of email Id.

**Submit the attached form through proper channel for change of email ID in MSEB CPF Portal only in case you forgot password of CPF Portal as well as password of registered mail ID.** Follow the steps for forwarding the form.

- 1) Employee should fill up the attached form and submit to GAD.
- 2) Take necessary signatures.
- 3) Scan the form and send the scan copy on the email id [msebcpf.rsm@gmail.com](mailto:msebcpf.rsm@gmail.com) through Dy Manager(HR)/ Manager (HR) /E.E./S.E./C.E email ID.
- 4) On receipt of the form, CPF section will update the same in CPF Portal. After updating email id, mail and SMS will be sent on the new email ID and/or mobile number given in the form. After email and/or SMS are received, employee must use 'Forgot Password' option in CPF Portal to get password.

**Form for change of email ID in MSEB CPF Portal**

**(Please check Forgot Password option before forwarding this document)**

Employee CPF Number : \_\_\_\_\_

Name of Employee : \_\_\_\_\_

Designation : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Accounting Division/Circle Code and Name : \_\_\_\_\_

Sub-Division/Section/Testing/Zone/Region : \_\_\_\_\_

Email ID to be corrected as : \_\_\_\_\_

(Enter email ID in Capital Letters. All characters will be taken as small letters)

Previously registered Mobile No. : \_\_\_\_\_

Reason For correction of email ID : \_\_\_\_\_

\_\_\_\_\_

**(After email Id is updated by CPF section, use forgot Password option to get password on new email)**

Signature of Employee with Date

Certified that the above employee details are true and working under me. Forwarded for correction of the employee registration details in MSEB CPF Portal.

Controlling Officer Sign :

Controlling Officer Name :

CPF Number :

Designation :

Forwarding Officer Sign :

Forwarding Officer Name:

CPF Number :

Office Stamp :