Login Process- User who is logging into DigitalSansad Application for the first time

<u>Step 1:</u>

Enter the URL <u>https://sansad.in/poi</u>, to land on the Digital Sansad Application.

<u>Step 2:</u>

Click on the Login button present on top right corner of the Parliament of India (POI) landing page. Refer to Fig 1.



Fig 4_Login Button

<u>Step 3:</u>

On clicking the Login button, please enter the requested details like: Email- Id (**Registered Email- Id**), Password (old), Captcha Code (as displayed) and click on "Continue button". Refer toFig 2.

English 👻 Skip to Main Content Screen Reader Access			
Parliament A of India	bout Constituency Connect Constitution of India	Kni Email-iD Enter Fraal ID abc@sansad.nic.in	×
This is a soft launch		Password Enter Password	ß
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		Forgot Password 7 New Registration	Contact Us Digital Sansad Android
President of India The President of India is an integral part of the Parliament though he/she is not a member of either House Read More	Rajya Sabha Council of States i.e. Rajya Sabha is the Upper House of the Indian Parliament. Rajya Sabha consists of the Read More	L A Constitution, the House of the People, the Lok Sabha is the L Read More	_
Facts about our Parliament The first draft of the Constitution of India was prepared in	October 1947 by the Advisory Branch of the Office of the Const	ituent Assembly.	
This site is designed, developed and hosted by National Informatics Center		Privacy F	telley

Fig 5_Login Screen with dummy details

<u>Step 4:</u>

If all the details entered in the previous steps are correct, an OTP will be triggered on the registered mobile number of the user. Refer to Fig 3.



Fig 6_OTP Screen

<u>Step 5:</u>

On entering the correct OTP received on the registered mobile number and clicking on "Continue", user will successfully land on "Set Password screen". Refer to Fig 4.



Fig 4_Set Password Screen

<u>Step 6:</u>

User needs to set the password according to the password policy which is shared on the screen and click on "Continue button". Refer to Fig 5.



Fig 5_Set Password Screen with dummy details

<u>Step 7:</u>

Once the password is set successfully, user will land on the landing page of Parliament of India landing page with a toast message "Password updated successfully, Please login". User can click on the login button present on the login Page to continue. Refer to Fig 6.



Fig 6_POI Landing Page with a toast message

Login Process- If the user has already logged in Digital Sansad Application Before

<u>Step 1:</u>

Enter the URL <u>https://sansad.in/poi</u>, to land on the Digital Sansad Application.

<u>Step 2:</u>

Click on the Login button present on top right corner of the Parliament of India (POI) landing page. Refer to Fig 1.



Fig 1_Login Button

<u>Step 3:</u>

On clicking the Login button, please enter the requested details like: Email- Id (**Registered Email-ID**), Password, Captcha Code (as displayed) and click on "Continue button". Refer to Fig 2.





<u>Step 4:</u>

If all the details entered in the previous steps are correct, an OTP will be triggered on the registered mobile number of the user. Refer to Fig 3.



Fig 3_OTP Screen

<u>Step 5:</u>

On entering the correct OTP received on the registered mobile number and clicking on "Verify & Proceed", user will successfully land on his/ her Members portal home page.

Note: In case, if the user does not have Sansad Email Id, please connect with NIC for the same.