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CDSL/AUDIT/RTA/POLICY/2024/143

August 30, 2024

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

RTAs 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 RTA Admin.:

1. Log in to <https://auditweb.cdslindia.com/>
2. Select Login Type (e.g. RTA_Admin)
3. Select User ID (e.g. Admin_RTaid)
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:

The screenshot displays the 'FORGOT PASSWORD' interface within the 'AUDIT APPLICATION'. At the top, the Central Depository Services (India) Limited logo and tagline 'Convenient + Dependable + Secure' are visible. Below the application title, the 'FORGOT PASSWORD' section contains a 'Login Type' dropdown menu, input fields for 'User ID' and 'Email ID', a checkbox for 'I'm not a robot', and a Captcha image. 'Submit' and 'Cancel' buttons are positioned at the bottom of the form. The footer of the page states: 'Copyright © 2019 - Audit Team, Central Depository Services (India) Ltd. All rights reserved.'

On this page:

1. Select Login Type (e.g. RTA_Admin)
2. Enter User ID (e.g. Admin_RTaid)



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3. Enter RTAs 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:

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AUDIT APPLICATION

FORGOT PASSWORD

You can reset your password here

New Password

Confirm Password

Save Changes

* Password Instructions : At least one digit [0-9], one lowercase character [a-z], one uppercase character [A-Z], one special character [*,!@#\$%^&(){}|;:<>.] and at least 8 characters in length

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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

SIGN IN

Login Type

User ID

Password

506db3

Enter Code

Sign In

[Forgot password](#) [Registration for DP / RTA](#)

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Once logged 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 (RTA_Admin)
2. Select User (Admin_RTAD)
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. RTA, Auditor)
8. Click on unlock user.

In the case the RTA_Admin account gets locked, RTAs 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
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