GPOFMS - USER MANUAL FOR PORT USERS & SUPPLIERS

Password Management – Reset / Forgot Password

Abstract

This manual is to the business or individuals who need to make transactional business with the Gujarat Maritime Board. This manual covers user password reset.

Gujarat Maritime Board

Gandhinagar

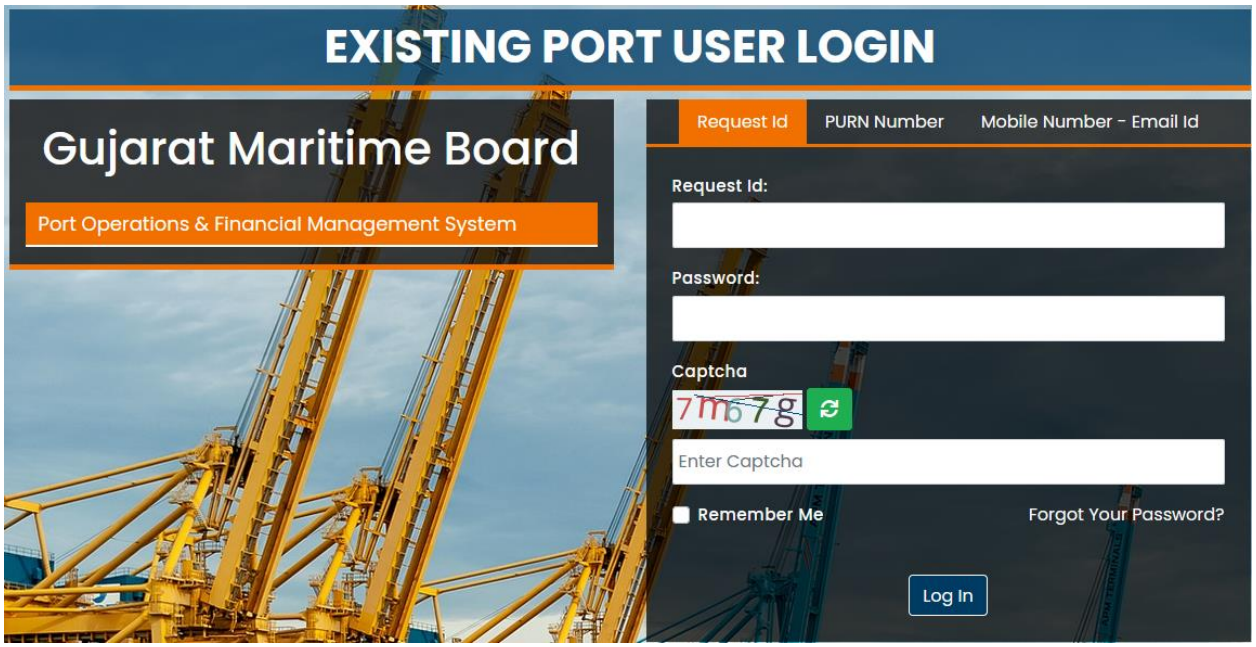
Version 1.0, National Informatics Centre, Gujarat State Centre, Gandhinagar

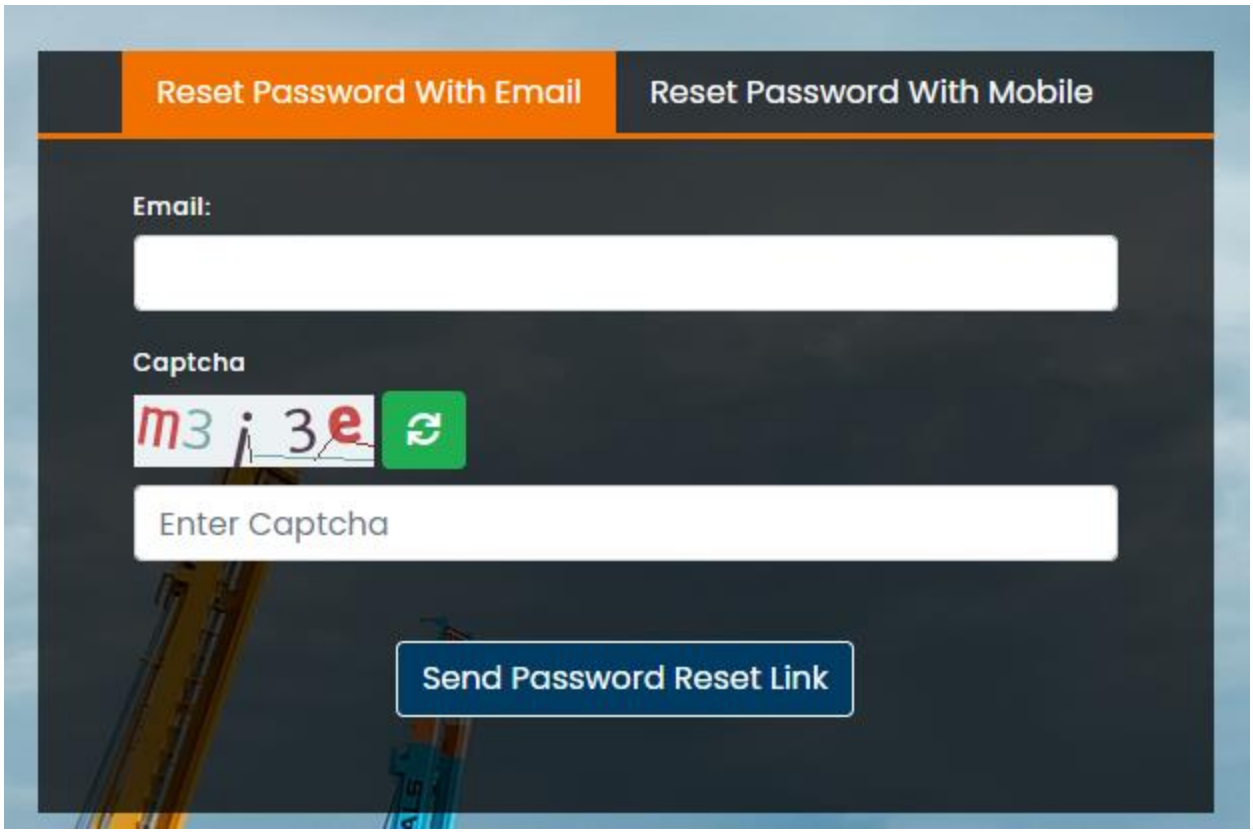
1. Forgot Password

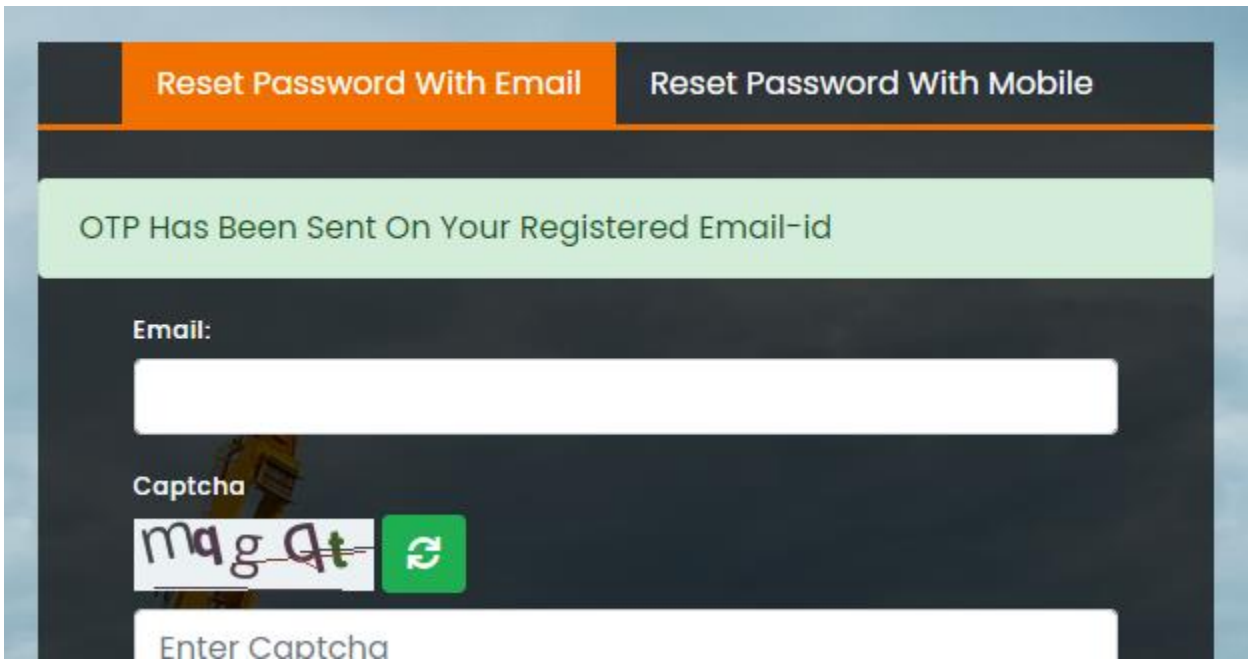
The system is a self-service system. The port user /supplier can reset his password himself if he/she forgot the password.

Step 1: From the login screen for the existing port user / supplier click on the forgot password link.

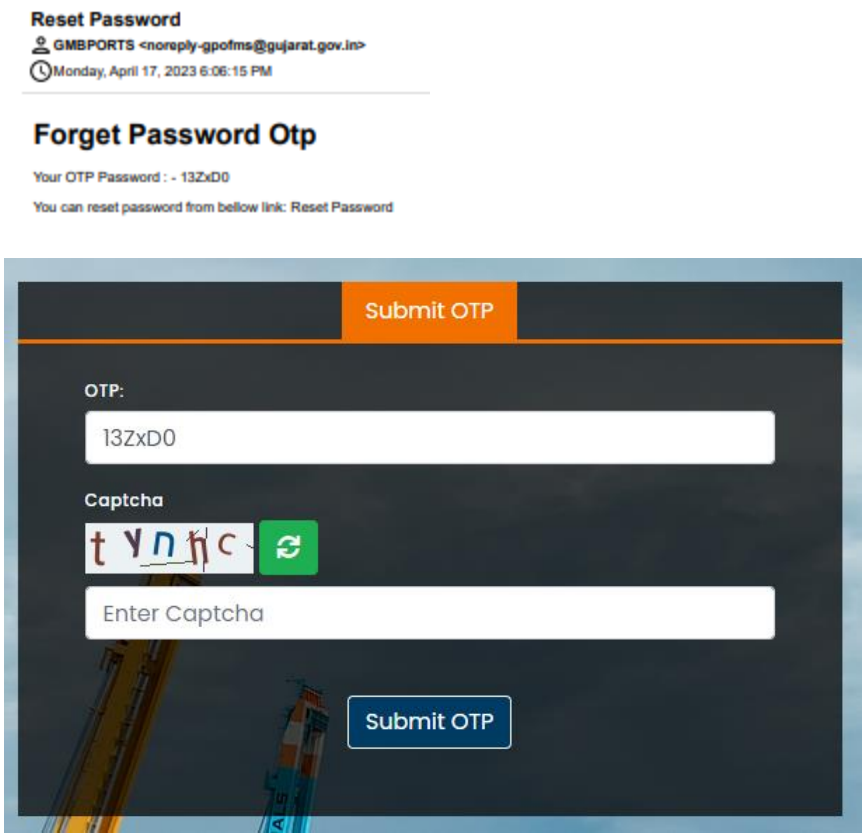
Step 2: You will be shown as screen with two panels one to reset the password with your mobile number and reset the password with your email id. You can choose any one of these methods and enter the email or mobile number and enter the CAPTCHA and click on the send password reset link.



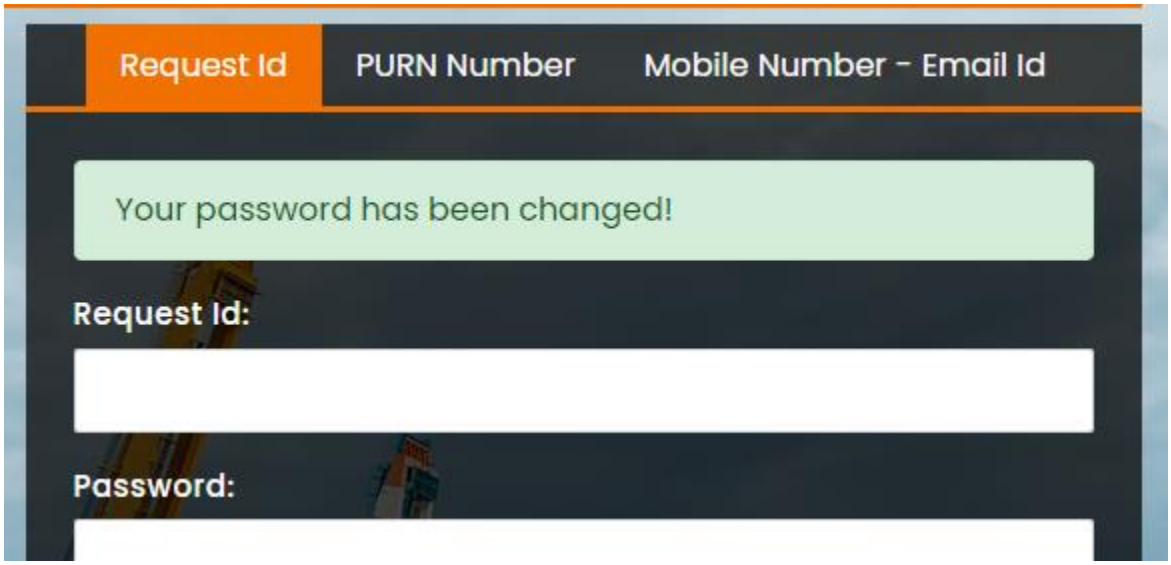




Step 3: Check the mail of SMS and click on the link sent and enter the OTP received with CAPTCHA



Step 4: Enter the email-id and set your desired password with the following conditions minimum length 8, one upper case and one lower case character, one number and one special character and submit with CAPTCHA



Step 5: Login with your new password.

2. Getting Help from GMB.

Check for the helpline number and email provided in the gpofms.gujarat.gov.in.