

This document is intended for use of NDML KRA registered intermediaries for the purpose of creating operational users in the KRA system.



NSDL Database Management Limited

NDML – KRA

User Guide for KRA- Admin Module

NDML- KRA ADMIN MODULE

The module will enable the MI Admin to create operational users to carry out various functions using NDML KRA system. The functions are as mentioned below.

Main Menu	Sub Menu	
Online Registration	Individual Registration	This is a screen based menu is to be used for capturing/verifying the KYC application form
	Non Individual Registration	
File Based Registration	Individual	This menu is to be used for uploading the batch file of KYC application form
	Non Individual	
	Bulk Verify Release	To verify and release the bulk registration file
KYC Status Inquiry	Screen Based	This is a screen based menu to verify PAN
	Bulk Inquiry	For bulk KYC status inquiry by uploading PAN file
	Download Response	To download the response file in case of bulk inquiry
KYC Download	Screen Based	This is a file based menu to download KYC details
	Bulk Download	For bulk download of KYC details by uploading PAN file
	Download Response File	This menu provides response file for PAN file uploaded as above
Auto Download		For incremental download of KYC's data accepted by KRA
Reports		For download of Control Sheet and reports on KYC status

Registered Intermediaries can access NDML KRA using Internet at <https://kra.ndml.in>

Basic System Requirement to Access NDML KRA System

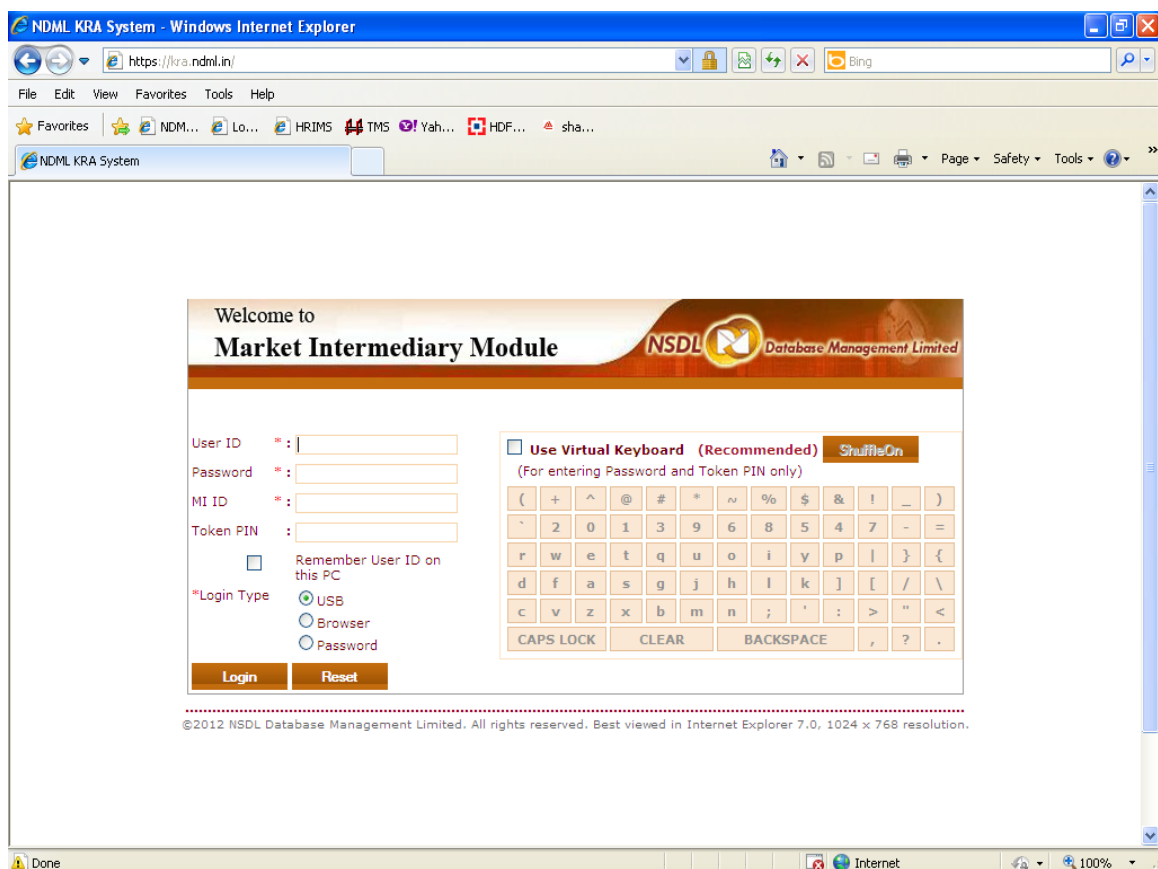
- Internet Explorer 6 or 7.
- Java (JRE) setup 6 or higher.

Login Process

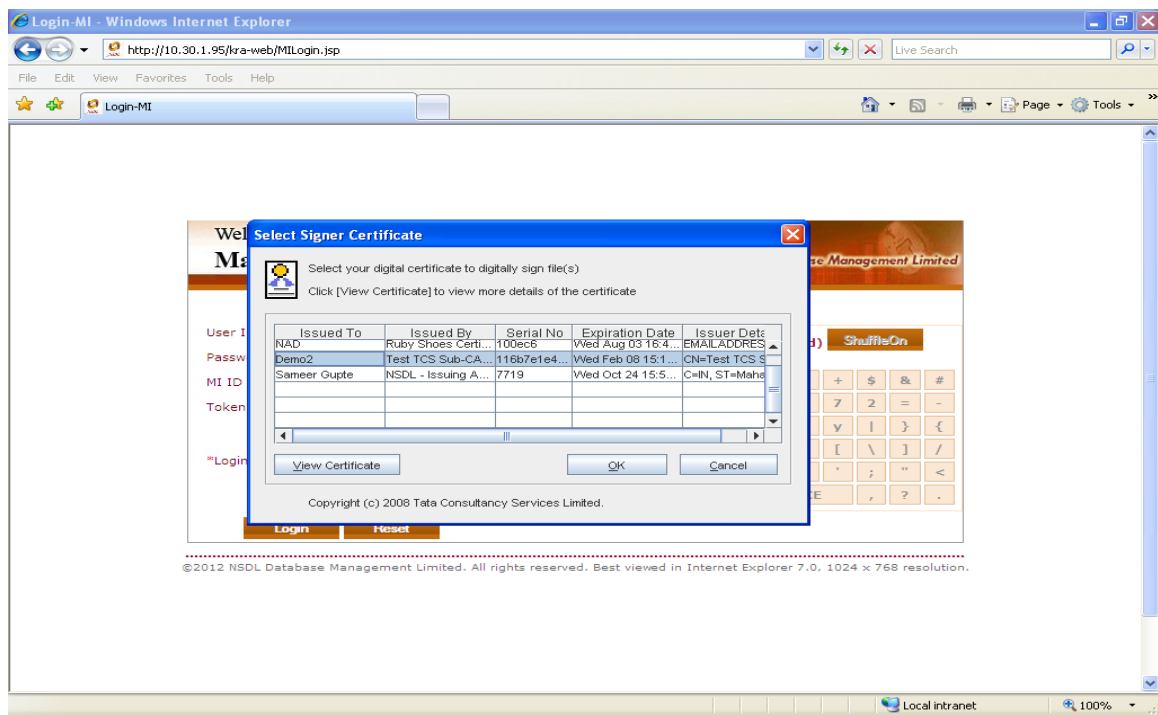
- Intermediary user can access the KRA site using internet at <https://kra.ndml.in/>
- Participants of NSDL can access NDML KRA system from Business Partner Network (WAN) at <https://130.1.1.141/kra-web>



- For the purpose of Login, Intermediary user (MI- ADMIN) should select 'MI login' from the home page.
- On selection, login screen will be displayed as below



- Admin User is required to enter the following details for login provided by the NDML KRA in order to create the operational users.
 - User ID
 - Password
 - MI ID (This is the market intermediary id under allotted by NDML on registration of the Intermediary)
 - Token PIN: This is to be provided only if login type is DSC and the Token DSC has a PIN, else leave blank
 - Login Type: Select "Password" where login type is Password based. If login type is DSC based, select "USB" where DSC is to be signed from 'e-Token' and "Browser" if DSC is installed in browser.
 - Use Virtual Keyboard: As a security feature, user is provided with an option to type the Password/PIN using the Virtual Keypad.
- After entering the above details, click on 'Login' button to login or 'Reset' button to clear the details captured.
- In case of DSC based login, a window to select the DSC will get displayed on the screen as below. The window will also display the DSC details such as DSC Issued to, DSC Issued by, DSC Serial number etc.



- Select the certificate which was mapped to the user id during the user creation and click on 'OK'. **Please note user will not be able to login, if user captures incorrect password or selects the DSC which is not mapped to the user id.**

- If user is unable to view the DSC, please check whether the required DSC is installed in the browser or available in the e-token.



What you see:

- User ID : User Id of the logged in Admin User
- Last login date : Last date when the user logged in the system
- MI ID : ID issued to intermediary by KRA
- MI Name : Name of the intermediary
- Business Date : Current system date
- **Market Intermediary tab- It will not show drop down of any modules (Disabled)**
- **System Security tab— under which Admin can see**
 - User Maintenance → for creating multiple Admin user and functional user (Operational User)
 - Change Password → for RESET the Admin password

a. User Maintenance

User Maintenance: Following functions are built-in for Admin User

➔ Creating multiple Admin user and functional user (Operational User)

Click on the **new** link and admin will be directed to the user creation page as mentioned in the following screen shot

Market Intermediary Module NSDL Database Management Limited

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

[Home](#)>System Security>User Maintenance

User Profile

[Search](#) | [New](#)

New

* Indicates Mandatory Fields
** Certificate No is mandatory for Individual User.

* User Type ☒ Functional User ☐ Multi Admin User

* Issuer CA : ** Certificate No

* User ID : * User Name :

* Password : * Confirm Password :

* Department : * Designation : E-Mail ID :

Phone : Branch :

* Group ID : Group Name

Save **Clear**

Now fill up the details as required and mandatory as shown (**Marked as ***) for password based user

User Type <input checked="" type="radio"/> Functional User <input type="radio"/> Multi Admin User					
* User ID	<input type="text" value="hslops"/>	* User Name	<input type="text" value="pratik"/>		
* Password	<input type="text" value="*****"/>	* Confirm Password	<input type="text" value="*****"/>		
*Department	<input type="text" value="KRA"/>	* Designation	<input type="text" value="AM"/>	E-Mail ID	<input type="text" value="OPTIONAL"/>
Phone	<input type="text" value="optional"/>	Branch	<input type="text" value="option"/>		
* Group ID	<input type="text" value="100"/>	Group Name	<input type="text"/>		

After submitting the details click on the save option and the record will be saved.

Note: User has to enter 100 as Group ID to enable the operational user for having all the functional rights.

The step should be followed to create the Multi Admin user by clicking on the Radio Button for Multi Admin User.

- ➔ Search for the user profile created by the Admin / Change status of the ops users.
- For searching the user created by the admin user has to click on the search option just before the new link and following screen will appear.

Market Intermediary Module

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

[Home](#)>System Security>User Maintenance

User Profile

Search | [New](#)

Search

User ID : User Name :

Group ID : Group Name :

Status : **ACTIVE** ▼

ACTIVE
ALL
SUSPENDED
BLOCKED
DEACTIVE

Search Clear

After selecting the option from the dropdown admin can view and change the status of each user.
Please refer the following screenshot.

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

[Home](#)>System Security>User Maintenance

User Profile

Search | [New](#)

Search

User ID : User Name :

Group ID : Group Name :

Status : **ALL** ▼

Search Clear

User Id	User Type	User Name	Designation	Department	Group ID	Group Name	Local User Status	Branch	Status
43186739	FUNCTIONAL USER	T S Krishnan	Manager	KRA Optional	100	Default Group	No		ACTIVE
43403536	FUNCTIONAL USER	Pawankumar Mishra	Custom Ser. Exe.	KRA Optional	100	Default Group	No		ACTIVE
43435064	FUNCTIONAL USER	Harshana Kishor More	Asst. Manager	KRA Optional	100	Default Group	No		ACTIVE
43545668	FUNCTIONAL USER	Mohd Jafar Shaikh	Custom Ser. Exe.	KRA Optional	100	Default Group	No		ACTIVE
43548336	FUNCTIONAL USER	Narayan R. Mayekar	Custom Ser. Exe.	KRA Optional	100	Default Group	No		ACTIVE
43560816	FUNCTIONAL USER	Kavija Bhadsavale	Custom Ser. Exe.	KRA Optional	100	Default Group	No		ACTIVE
43639588	FUNCTIONAL USER	Rajesh Sippy	Asst. Manager	KRA Optional	100	Default Group	No		ACTIVE
DEEPIKA	FUNCTIONAL USER	Deepika Anchan	Sr Associate	KRA Optional	100	Default Group	No		ACTIVE
NANDA	FUNCTIONAL USER	Nanda Puthran	Asst Manager	KRA Optional	100	Default Group	No		ACTIVE
RANJANA	FUNCTIONAL USER	Ranjana Mastakar	Asst. Manager Op	KRA Optional	100	Default Group	No		ACTIVE

Changing the status of the Users by the Admin.

Upon clicking the User ID link the admin can change the status of the user such as

1. Active
2. Deactivate the Active user
3. Blocked
4. Suspend the active user

First search the user entering the User ID or User name or status dropdown which will display the list
As shown in the below screenshot.

The screenshot shows the 'Market Intermediary Module' search page. At the top, there is a header with the NSDL logo and 'Database Management Limited'. Below the header, a navigation bar displays 'Welcome: P2057ADM', 'Last Login Date: 06-12-2012', 'MI ID: P2057', 'MI Name: HDFC Bank Limited', and 'Current Date: 06-12-201'. The main content area is titled 'User Profile' and includes a 'Search | New' link. A search form contains fields for 'User ID', 'User Name', 'Group ID', 'Group Name', and 'MI Id' (set to 'P2057'). A 'Status' dropdown menu is open, showing options: 'ACTIVE', 'ALL', 'SUSPENDED', 'CLOSED', 'BLOCKED', and 'DEACTIVE'. The 'ACTIVE' option is selected. 'Search' and 'Clear' buttons are at the bottom right.

The screenshot shows the 'User Profile' details screen. It has a 'Search | New' link and a 'Details Screen' header. A note at the top right states '* Indicates Mandatory Fields' and '** Certificate No is mandatory for Individual User.' The form includes fields for 'User Type' (radio buttons for 'Functional User' and 'Multi Admin User'), 'Issuer CA' (set to 'RUBY SHOES CERTIFICATE AUTHORITY'), and 'Certificate No'. Below these are fields for 'User ID' (set to 'HSL2'), 'User Name' (set to 'PRATIK'), 'Password', 'Confirm Password', 'Department' (set to 'KRA'), 'Designation' (set to 'AM'), 'Phone No', 'Branch' (set to 'Test'), and 'E-Mail ID'. A 'Group ID' field is set to '100' with a 'Default' label and a magnifying glass icon. At the bottom, there is a 'Status' field set to 'ACTIVE', a 'Reason' field set to 'ACTIVE', and a 'Change Status' button. At the very bottom, there are 'Save', 'Clear', 'Back', and 'New Search' buttons.

Admin has to select the radio button if admin wish to suspend the user along with the Reason in the reason field. Click on OK button and the record will be saved and the respective user will be suspended. Refer the screen shot.

New

* Indicates Mandatory Fields

* Issuer CA : NSDL - Issuing Authority ** Certificate No 5eb9

* User ID : 43186739 * User Name : T S Krishnan
 * Password : * Confirm Password :
 * Department : KRA Optional * Designation : Manager
 Phone No : 9833462012 E-Mail ID : tskrishnan@hsbc.co.in
 Branch : 43186739Brnch

* Group ID : 100 Default Group

Status : ACTIVE

☐ Active ☒ Suspended ☐ Blocked ☐ Deactive *Reason Ok Cancel

Save Clear Back New Search



If you see the above screenshot the status of the user is Active and Admin can suspend the active user stating the reason by selecting the radio button.

B.

Activate the blocked operational user

Search New

Details Screen

* Indicates Mandatory
 ** Certificate No is mandatory for Individual

* User Type ☒ Functional User ☐ Multi Admin User

* Issuer CA : RUBY SHOES CERTIFICATE AUTHORITY ** Certificate No

* User ID : HSL1 * User Name : PRATIK
 * Password : * Confirm Password :
 * Department : KRA * Designation : AM E-Mail ID :
 Phone No : Branch : Test

-->
 * Group ID : 100 Default

Status : BLOCKED Change Status
 Reason : UNSUCCESSFUL ATTEMPTS REACHED

Save Back New Search

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In case the operational user is blocked due to several failed login attempts the user will be blocked by the system and could not login after 5 consecutive failed attempts (entering wrong user ID or password).

In such cases the admin can check and activate after the user using admin module.

Search | New

New

* Indicates Mandatory Fields

* Issuer CA : RUBY SHOES CERTIFICATE AUTHORITY ** Certificate No

* User ID : HSL1 * User Name : PRATIK

* Password : * Confirm Password :

* Department : KRA * Designation : AM

Phone No : E-Mail ID :

Branch : Test

* Group ID : 100 Default

Status : BLOCKED

☐ Suspend ☒ Active ☐ Blocked ☐ Deactive *Reason : UNSUCCESSFUL

Save Clear Back New Search

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Admin has to select the blocked user and details will be displayed to him as shown in above screen shot. Click on the change status button and system will ask the admin to Active the user. Admin can select the radio button (Active) to unblock the user and save the record after entering the Password. The password will also get reset and same should be communicated to the operational – functional user. **HENCE THE USER WILL BE ACTIVE**

* User Type ☒ Functional User ☐ Multi Admin User

* Issuer CA : RUBY SHOES CERTIFICATE AUTHORITY ** Certificate No

* User ID : APX0685 * User Name : Babubhai

* Password : * Confirm Password :

* Department : KRA * Designation : Junior officer E-Mail ID :

Phone No : 022-30752886 Branch : Test

* Group ID : 100 Default

Status : ACTIVE Change Status

Reason : ACTIVE

Save Clear Back New Search

After login with the password the system will redirect the user to change the password and the user can select the own password. Also the operational user can always reset/ change password using the change password option.

Welcome to
Market Intermediary Module

NSDL Database Management Limited

Change Password

Enter Old Password *:

Enter New Password *:

Confirm New Password *:

Save Clear Cancel

Change/ Reset password for Admin User/ Operational user



The Admin user can Reset or Change the current password with the old password by using this simple 3 step using the module.

Step:

1. Select Change Password option from the System Security tab.
2. Option Change password will appear from the dropdown as shown in the above image.
3. Click on the change password option and the following screen will appear that will allow you to reset the password by confirming the old password.

The screenshot shows the 'Change Password' form within the 'Market Intermediary Module'. The form has a title bar that says 'Welcome to Market Intermediary Module' and 'NSDL Database Management Limited'. Below the title bar, the text 'Change Password' is displayed. The form contains three input fields: 'Enter Old Password', 'Enter New Password', and 'Confirm New Password'. Each field has a small icon of a password character (a dot) to its right. At the bottom of the form, there are three buttons: 'Save', 'Clear', and 'Cancel'.

In case the Admin user ID is blocked due to several wrong attempts please contact the KRA customer care. Contact details mentioned below.

For any Information and queries please contact Customer care centre @ 2499 4945 or email at Info.kra@nsdl.co.in