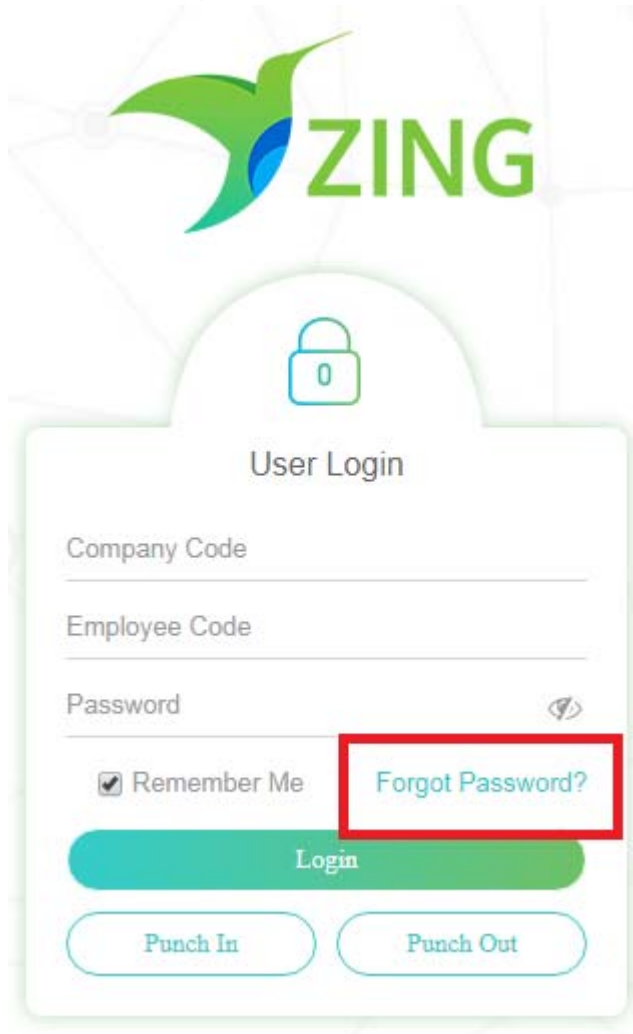


## Forgot your password....No worries!!!

1. Visit <https://portal.zinghr.com> in your web browser.
2. Click on 'Forgot Password?' (Before click on 'Forgot Password' please enter the 'Company Code' and 'Employee Code').



The image shows a web form for user login. At the top is the ZING logo, which consists of a stylized green and blue bird-like shape next to the word 'ZING' in green. Below the logo is a lock icon. The form is titled 'User Login'. It contains three input fields: 'Company Code', 'Employee Code', and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields are three buttons: 'Remember Me' (with a checked checkbox), 'Forgot Password?' (highlighted with a red rectangular box), and 'Login'. At the bottom of the form are two buttons: 'Punch In' and 'Punch Out'.

3. Select the mode of OTP (Official Details And/Or Personal Details) and click on 'Send' button.

## Send OTP To Reset Password On

Official Details (Click on below text for selection)

Your Registered Official Email-ID with ZingHR is praxxxxxxx@zinghr.com

And/Or

Personal Details (Click on below text for selection)

Your Registered Personal Email-ID with ZingHR is <not updated> and Personal Mobile No. is 9xxxxxxx58

Send

4. OTP will send by your Official Details And/Or Personal Details.
5. Enter the OTP in the dialog box and click on 'Verify' button.

OTP  
\*\*\*\*\*|

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Verify Resend

6. You will be taken to a page where you can reset your Zing HR password.
7. Type your New password in the first field(New Password) and repeat your new password in the second field(Confirm Password). Password should be,
  - ✓ At least one capital letter
  - ✓ At least one number
  - ✓ At lease special character
  - ✓ Be at least 8 characters



### Personalize your password

New Password

Password not entered

Confirm Password

CHANGE

8. Click Change and you are done!