

Step by Step Guide for first time Login on HRMS module

1. Access the HRMS website or Mobile app with below link

- On Desktop or Laptop open link <https://hrms.indianrail.gov.in/HRMS/>
- On Mobile Download [HRMS Mobile App](#)

2. For first time login on HRMS, Click on ‘**Need Help for Login?**’.

Login
Login to your Account

Username

Password

Login

Need Help for Login?

Forgot Password?

- HRMS application related issue @ 7786940452 ,99

3. Enter 11 digit PF/Employee number as IPAS ID and click ‘Go’.

IPAS ID is your PF number or Employee number, which is available on salary slip. Same can be asked from Account section also.

Enter your IPAS ID in the box, and click on the button “Go“.

NEED HELP x

Enter your IPAS/HRMS ID and click on 'Go' button

IPAS ID/ HRMS ID * Go

HRMS ID/ Login ID	IPAS Employee Id
Employee Name	Department
Designation	Railway Unit
Mobile Number	Email ID

Close

4. Know your HRMS ID and Registered Mobile Number.

After clicking button “Go“, details like HRMS ID, Employee Name,

Designation, Registered Mobile Number, Department, Railway Unit and Email ID
will be displayed as shown in below image.

Copy or remember the HRMS ID/Login ID, for further use of login as Username.

Enter your IPAS/HRMS ID and click on 'Go' button

IPAS ID/ HRMS ID *

533NPS01688

Go

HRMS ID/ Login ID

XXXXXX

IPAS Employee Id

Employee Name

Department

Designation

Railway Unit

Mobile Number

Email ID

Close


If your details are not available on HRMS portal, then Contact Personnel Branch Dealing Clerk (DC of Bill Section).



5. Login with HRMS ID as user ID and default password “Test@123”.

Enter HRMS ID as Username, and first time user will have default password as “Test@123”. Enter Username and Password, and click the button “Login”.

Login

Login to your Account

 XXXXXX Enter HRMS ID as Username

 Test@123 First time Password as Test@123 

Login

[Need Help for Login?](#) [Forgot Password?](#)

Scanned copy of signed Executive record sheet are

On clicking “Login” button, an OTP will be send on Registered mobile number. Received OTP on the registered mobile number will have validity for one week.

6. Enter the OTP.

Your Name
LOCKED

Enter your OTP to Unlock

Your last login OTP was sent on :

Mobile No : 94*****00

- Dated : 31-10-2020 17:31:52
- Valid upto : 06-11-2020 23:59:59

* |OTP **Enter OTP here** |

Verify OTP

[Resend OTP Click Here](#)

If you have any issues please reach out to HRMS helpdesk :- HRM

If OTP is not received on your mobile number, check the registered mobile number again. If mobile number is correct, then click on the link “Resend OTP Click Here”, below the button ” Verify OTP”.

Hey God, this is also not working for me, please help me, then call HRMS help desk numbers 7267910583, 9953780947 for OTP.

7. After successful verification of OTP, Employees can login to HRMS portal.

Congratulations, You have logged on HRMS portal.

If you know your HRMS ID, and have forgotten HRMS Password, then read...
–How to reset HRMS Password for Indian Railway Employees?

Employees will be directed to change the password after first login. Change your password and remember for future use.