![MCXCCL logo]

MCX Circular No.        MCX/MCXCCL/535/2019                September 30, 2019

MCXCCL Circular No.  MCXCCL/WHL/230/2019

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**Updating Mobile Number and Email Address of ComRIS Users for receiving One Time Password (OTP)**

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In continuation to circular no. MCXCCL/WHL/010/2018 dated September 01, 2018, Members of MCXCCL & MCX are notified as under:

MCXCCL will be implementing Two-Factor authentication at log-in for all users in ComRIS application as an additional security feature to protect unauthorized login of users. A user will have to submit username and password so as to securely login. ComRIS application will generate one time password (OTP) which will be delivered to the registered email and mobile number of the user. On updating the correct OTP, system will allow user to login.

Accordingly, all ComRIS users are requested to update their email address and mobile number in ComRIS application **on or before October 15, 2019.** The process for updating the details is provided in **Annexure 1** to this circular.

As an additional security feature, User would be permitted to a maximum of 6 failed login attempts after which user shall not be able to login for next 15 minutes. In case the user want to login before 15 minutes, user can follow the process to reset password as provided in **Annexure 1** to this circular.

Members and their constituents are requested to take note of the same.

Prashant Sinha
Senior Manager - Warehousing Operations

Encl: As above

Kindly contact us on 022– 6731 8888 or send an email at whl@mcxccl.com for any clarification.

**A) User shall follow the below mentioned process to update Mobile number and email address:**

1. User shall login into ComRIS account using their credentials.
2. Go to "Users" option.
3. Click on "Show" option to open user details.
4. Update Email address and Mobile number.
5. Click on "Save" tab. Saved details will appear on screen.

**B) ComRIS Participants (CP) shall follow the below mentioned process to reset password of ComRIS Accounts:**

1. ComRIS Participants (CP) shall login into ComRIS using their credentials.
2. Go to "My ComRIS Accounts" option.
3. Click on "Show" option to open ComRIS Account.
4. Go to "Users" tab.
5. Click on "Change Password". Assign new password and Click on "Save" tab.
6. Password reset will also unlock the user account.