

New Age ERP in NHPC

End User Training Document

My Profile Application

Document Control Information

Document Information

Document Identification	MED-REHS-004
Document Name	End User Training Document – My Profile application
Project Name	NEW AGE ERP in NHPC
Client	NHPC
Document Author	Tanu Jain
Document Version	V1.0
Document Status	Released
Date Released	18.08.2026

Applicable Business Roles

Business Role ID	Business Role Description
ESS	This role will be assigned to eligible employees and enable them to raise master data update requests on My Profile application

Document History

Revision History				
Date	Document version	Document description	revision	Author
01.08.2026	V0.1	Draft		Tanu Jain
18.08.2026	V0.2	Peer reviewed		Puja Sharma

Reviewed and approved by			
Name	Date	Title	Approved

TABLE OF CONTENTS:

1. DOCUMENT OVERVIEW	4
2. PROCESS DESCRIPTION	5
3. STEP BY STEP PROCESS TO UPDATE MASTER DATA ON MY PROFILE APPLICATION	6
3.1 STEP 1 – LOGIN.....	7
3.2 STEP 2 – GO TO MY PROFILE APPLICATION.....	9
3.3 STEP 3 - REVIEW HEADER DATA	10
3.4 STEP 4 – REVIEW PERSONAL DATA.....	11
3.5 STEP 5 – REVIEW ADDRESS DETAILS.....	12
3.5.1 PERMANENT ADDRESS	13
3.5.2 DOMICILE ADDRESS	14
3.5.3 PRESENT ADDRESS	15
3.5.4 EMERGENCY ADDRESS.....	16
3.5.5 SUPPORTING DOCUMENTS	17
3.6 STEP 6 – REVIEW COMMUNICATION DETAILS.....	18
3.7 STEP 7 – REVIEW BANK DETAILS.....	19
3.8 STEP 10 – REVIEW DEPENDENT DETAILS.....	20
3.9 STEP 11 – APPROVAL	24

1. Document Overview

This training document provides step by step instructions to update employee's master data using My Profile application.

Process Name: My Profile application

Prerequisites:

- Employee's master data should already exist. User can then update the information using My Profile application.

2. Process Description

Users should use My Profile application to update changes to below:

1. Present Address
2. Emergency Address
3. Email Id
4. Mobile Number
5. Bank Account Number
6. Bank IFSC Code
7. Dependent details

3. Step by step process to update master data using My Profile application

3.1 Step 1 – Login

Enter employee id and password. Default password will be shared with users. User needs to enter the default password and login. Click on Continue button to login.



Sign In

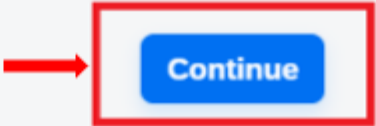
Email or User Name

Password



☐ Keep me signed in

[Forgot password?](#)

A blue button with the text 'Continue' is located at the bottom right of the login form. A red arrow points to it from the left, and the button itself is outlined with a red border.

Continue

User can reset their password by clicking on '**Forgot Password**' button. They can check their email for further instructions to reset their password.



Sign In

Email or User Name

Password



☐ Keep me signed in

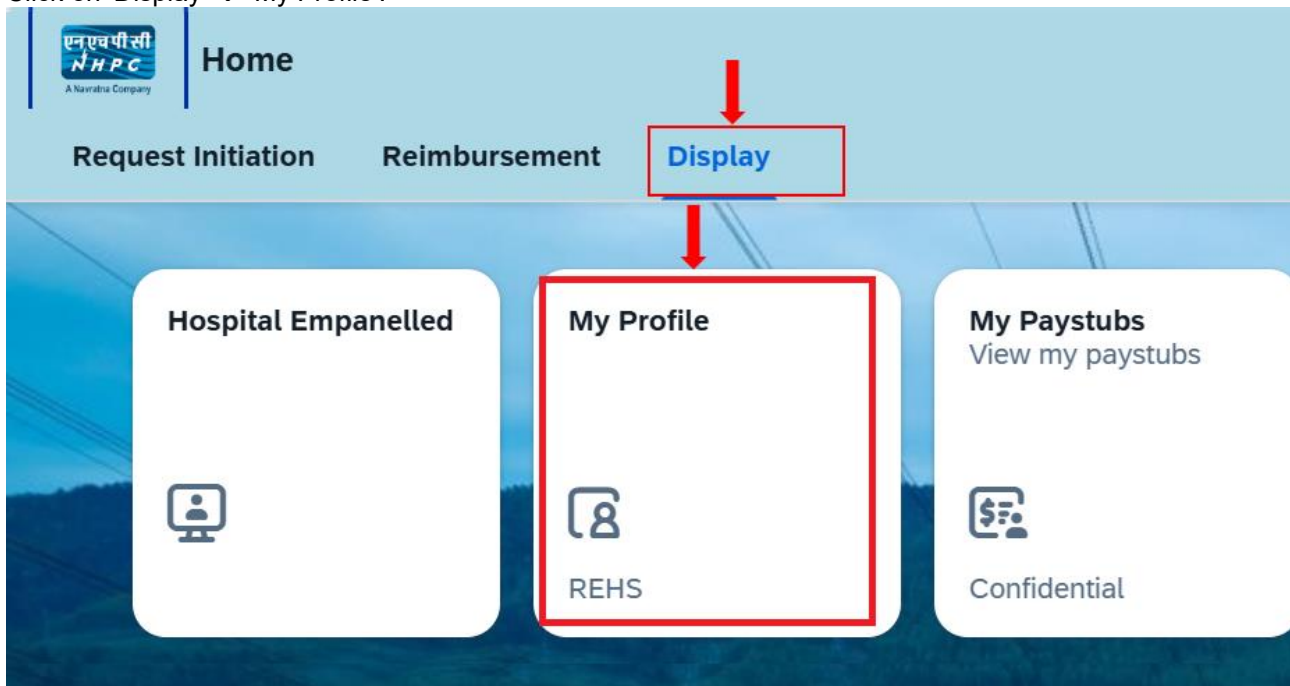


[Forgot password?](#)

Continue

3.2 Step 2 – Go to My Profile application

Click on 'Display' → 'My Profile'.



3.3 Step 3 - Review header data

Employee details will appear automatically in the header section



My Profile

D

My Profile



S P Goel

Employment Type: Inactive

Ex Employee ID:

Employee Group: Executive

PAN Number:

Action: Separation

Location: CORPORATE OFFICE

Employee Subgroup: MANAGER

Aadhar Number:

Leaving Reason:

REHS Location: CORPORATE OFFICE

Employee Grade: E05

3.4 Step 4 – Review Personal data

Employee's personal details can be found in 'Personal Details' section. Data will appear automatically based on information that is stored in master data. This is non-editable.


My Profile



PERSONAL DETAILS
ADDRESS DETAILS
COMMUNICATION DETAILS
BANK DETAILS
DEPENDENTS DETAILS

Personal Details

Title: Mr.

First Name:

Middle Name:

Last Name:

Date of Birth: 14.04.1952

Marital Status:

Married Since:

Religion: Hinduism

Gender: Male

Domicile:

Category:

Language 1:
☐ Read
☐ Write
☐ Speak

Language 2:
☐ Read
☐ Write
☐ Speak

Mother Tongue:

Identification Mark 1:

Identification Mark 2:

Minority:

Selected as own merit:

3.5 Step 5 – Review Address Details

Employee's address details can be found in 'Address' section. Existing details will appear automatically.

PERSONAL DETAILS
ADDRESS DETAILS
COMMUNICATION DETAILS
BANK DETAILS
DEPENDENTS DETAILS

Address Details
Edit Address Details

Permanent Address - Valid From: 12.08.2025

Care of:
Address 1: Udyog Bhawan
Address 2: Near Samrat Station
City/Town/Village: Delhi

District:
State: Goa
Postal Code: 110011
Mobile No:

User can click on 'Edit Address Details' button and update their address.

PERSONAL DETAILS
ADDRESS DETAILS
COMMUNICATION DETAILS
BANK DETAILS
DEPENDENTS DETAILS

Address Details
Edit Address Details

Permanent Address - Valid From: 12.08.2025

Care of:
Address 1: Udyog Bhawan
Address 2: Near Samrat Station
City/Town/Village: Delhi

District:
State: Goa
Postal Code: 110011
Mobile No:

3.5.1 Permanent Address

User cannot update Permanent address using My Profile application, hence data is non-editable here.

[ADDRESS DETAILS](#) [SUPPORTED DOCUMENT](#)

Address Details

Permanent Address

Care of:

Address 1:

Address 2:

City/Town/Village:

District:

State:

Postal Code:

Mobile No:

3.5.2 Domicile Address

User cannot update Domicile address using My Profile application, hence data is non-editable here.

Domicile Address

Care of:		District:	
Address 1:		State:	
Address 2:		Postal Code:	
City/Town/Village:		Mobile No:	

3.5.3 Present Address

User can update their Present address. This section becomes editable after clicking on 'Edit Address Details' button.

PERSONAL DETAILS
ADDRESS DETAILS
COMMUNICATION DETAILS
BANK DETAILS
DEPENDENTS DETAILS

Address Details
Edit Address Details

Permanent Address - Valid From: 12.08.2025

Care of:
Address 1: Udyog Bhawan
Address 2: Near Samrat Station
City/Town/Village: Delhi

District:
State: Goa
Postal Code: 110011
Mobile No:

User needs to update their new address here.

Present Address

Care of: Godbole
Address 1: Shiv Shakti Road
Address 2: Ahmedabad
City/Town/Village: Sanand

State: Delhi
District: NEW DELHI
Postal Code: 745632
Mobile No: 4561234568

3.5.4 Emergency Address

User can update their Emergency address. This section becomes editable after clicking on 'Edit Address Details' button.

PERSONAL DETAILS ADDRESS DETAILS COMMUNICATION DETAILS BANK DETAILS DEPENDENTS DETAILS

Address Details [Edit Address Details](#)

Permanent Address - Valid From: 12.08.2025

Care of:		District:	
Address 1:	Udyog Bhawan	State:	Goa
Address 2:	Near Samrat Station	Postal Code:	110011
City/Town/Village:	Delhi	Mobile No:	

User needs to update their Emergency Address here.

Note – 'Employee with Company' should be marked as Yes, if emergency contact was with NHPC. In such a case, please provide Employee ID.

ADDRESS DETAILS SUPPORTED DOCUMENT

Address Details

Emergency Address

Care of:	test	State:	Karnataka
Address 1:	test Jaipur	District:	MYSORE
Address 2:	test2	Postal Code:	459444
City/Town/Village:	Jaipur	Mobile No:	9999999999
Emergency Contact Person Name:	TEST	Employee with Company (If employee of NHPC):	No
Contact Person Phone No:	1939213721	Employee ID:	
Relationship:	FATHER	Date of Birth:	e.g. 31.12.2026
Marital Status:	Married		

[Submit](#)

3.5.5 Supporting Documents

Supporting documents for Present and Emergency address update needs to be provided in 'Supported Document' section.

ADDRESS DETAILS

SUPPORTED DOCUMENT

Supported Document

Documents (25)

File Name	File Type	Uploaded By	Uploaded On
	application/pdf		18.08.2026

Upon approval, new address will get updated in employee master data.

3.6 Step 6 – Review Communication Details

User can click on 'Manage Communication Details' button and update their communication info.

PERSONAL DETAILS ADDRESS DETAILS **COMMUNICATION DETAILS** BANK DETAILS DEPENDENTS DETAILS

Communication Details

Valid From: _____

Email Id: _____ System User ID: _____

Mobile Number: _____

[Manage Communication Details](#)

User can update:

- Email Id
- Mobile number

Once done, user should click on Submit button. Request will be automatically triggered for approval. Upon approval, updated information will get updated in employee master data.

Communication Details

Valid From: _____

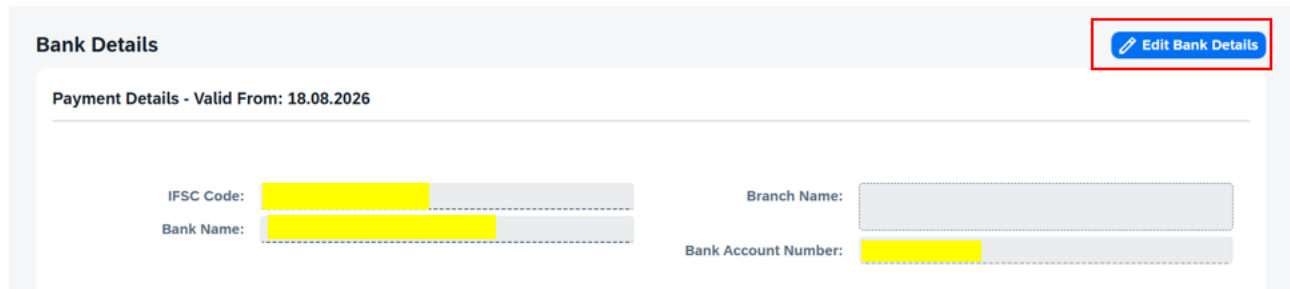
Email Id: _____ System User ID: _____

Mobile Number: _____

[Submit](#)

3.7 Step 7 – Review Bank Details

User can click on 'Edit Bank Details' button and update their Bank info.



Bank Details Edit Bank Details

Payment Details - Valid From: 18.08.2026

IFSC Code:

Branch Name:

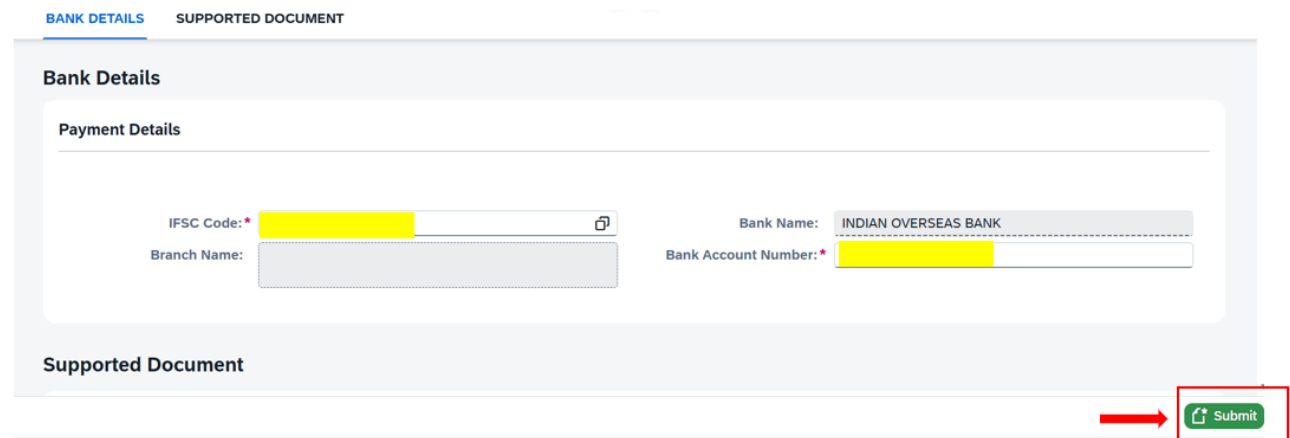
Bank Name:

Bank Account Number:

User can update:

- IFSC Code
- Bank Account number

Once done, user should click on Submit button. Request will be automatically triggered for approval. Upon approval, updated information will get updated in employee master data.



BANK DETAILS **SUPPORTED DOCUMENT**

Bank Details

Payment Details

IFSC Code: *

Branch Name:

Bank Name: INDIAN OVERSEAS BANK

Bank Account Number: *

Supported Document

Submit

3.8 Step 10 – Review Dependent Details

User can click on “**Edit Dependent Details**” button to remove dependent details in the event of death or for any other applicable reason. User needs to connect with HR to ‘Add’ Dependent details.

PERSONAL DETAILS ADDRESS DETAILS COMMUNICATION DETAILS BANK DETAILS **DEPENDENTS DETAILS**

Dependents Details

Edit Dependent Details

Dependents (12)								
Valid Form	Dependent	Title	First Name	Last Name	Date of Birth	Gender	Medical Dependent	Reason of Leaving
01.04.2025	Brother		Brother	Goel	30.03.1998	Male	☒	Death

Below dependents are applicable to be updated.

- Spouse
- Child
- Adopted Child
- Father
- Mother
- Father In Law
- Mother In Law
- Brother
- Sister
- Others

[SPOUSE](#)
[CHILD](#)
[ADOPTED CHILD](#)
[FATHER](#)
[MOTHER](#)
[FATHER IN LAW](#)
[MOTHER IN LAW](#)
[BROTHER](#)
[SISTER](#)
[OTHERS](#)

For example – If user would like to remove Mother as their dependent, they should select the checkbox and click on Delimit button.

[SPOUSE](#)
[CHILD](#)
[ADOPTED CHILD](#)
[FATHER](#)
[MOTHER](#)
[FATHER IN LAW](#)
[MOTHER IN LAW](#)
[BROTHER](#)
[SISTER](#)
[OTHERS](#)

Mother

Delimit

Mother (1)							
☒	Title	First Name	Last Name	Date of Birth	Gender	Additional Details	
☒	Mother	Goel	Goel	01.01.1938	Female	Additional Details	

Below screen will appear. All existing details will appear based on stored master data. User needs to select:

- Reason for Leaving – Please fill reason for removing the dependent from drop down
- Date – Please fill the date effective when the dependent needs to be removed

Delimit Dependent

Mother

Title:		Blood Group:	
First Name:	Mother	Date of Birth:	Sat Jan 01 1938 05:30:00 GMT+0530 (India Standar...
Last Name:	Goel	AGE:	58
Occupation:		Gender:	Female
Marital Status:		Medical Dependent:	☒
Reason of Leaving:*		Dependent for Nomination(Various Schemes):	☐
Date:*	e.g. 31.12.2025		

[Save](#) [Cancel](#)

To select Reason for Leaving, user needs to click on drop down. User should choose the applicable reason.

Delimit Dependent

Mother

Title:		Blood Group:	
First Name:	Mother	Date of Birth:	Sat Jan 01 1938 05:30:00 GMT+0530 (India Standar...
Last Name:	Goel	AGE:	58
Occupation:		Gender:	Female
Marital Status:		Medical Dependent:	☒
Reason of Leaving:*		Dependent for Nomination(Various Schemes):	☐
Date:*			

[Save](#) [Cancel](#)

To select Date, user needs to click on the small button and choose the applicable date.

Delimit Dependent

Mother

Title:		Blood Group:	
First Name:	Mother	Date of Birth:	Sat Jan 01 1938 05:30:00 GMT+0530 (India Standar...
Last Name:	Goel	AGE:	58
Occupation:		Gender:	Female
Marital Status:		Medical Dependent:	☒
Reason of Leaving:*		Dependent for Nomination(Various Schemes):	☐
Date:*	e.g. 31.12.2025		

[Save](#) [Cancel](#)

Once done, user need to click on 'Save' button.

Delimit Dependent

Mother

Title:

First Name:

Last Name:

Occupation:

Marital Status:

Reason of Leaving: *

Date: *

Calendar: August 2026

Delimit Dependent Details:

Blood Group:

Date of Birth:

AGE:

Gender:

Medical Dependent: ☒

Dependent for Nomination(Various Schemes): ☐

Buttons:

User can also proceed with **CMO Approval** to add a special child for the **REHS Card**. To do this user needs to first click on checkbox and 'Edit / Delimit' button.

Child Edit / Delimit

Child (2)

☐	Title	First Name	Last Name	Date of Birth	Gender	Additional Details
☐		Normal	Goel	12.04.2003	Male	Additional Details
☒		Demo normal	Goel	29.12.2004	Male	Additional Details

Below screen will appear. Child related details that is stored in master data will be displayed.

Delimit Dependent

Title:		Organization Name:	
First Name:	Demo normal	Organization Address:	
Last Name:	Goel	Designation:	
Date of Birth:	Wed Dec 29 2004 05:30:00 GMT+0530 (India Stand...)	Special Child:	Yes
AGE:	21	Special Type:	11
Gender:	Male	Special Type Text:	BLINDNESS
Child Education:		Occupation:	
Employment Status:		Food Habit:	
Organization Type:		Marital Status:	
Delimit:	No	Blood Group:	A-
		Medical Dependent:	☒
		Dependent for Nomination(Various Schemes):	☐
		Rehs Cmo Confirmed:	☒

To remove a Child as Dependent, user needs to mark Delimit field as 'Yes'.

Delimit:

To mark CMO approval for special child, user need to tick the 'Rehs Cmo Confirmed' checkbox.

Rehs Cmo Confirmed: ☒

When user is ready to submit request, they should click on Submit button at the bottom of the screen.

[SPOUSE](#)
[CHILD](#)
[ADOPTED CHILD](#)
[FATHER](#)
[MOTHER](#)
[FATHER IN LAW](#)
[MOTHER IN LAW](#)
[BROTHER](#)
[SISTER](#)
[OTHERS](#)
+1

Spouse

Spouse (0)

	Title	First Name	Last Name	Date of Birth	Gender	Additional Details
☐						

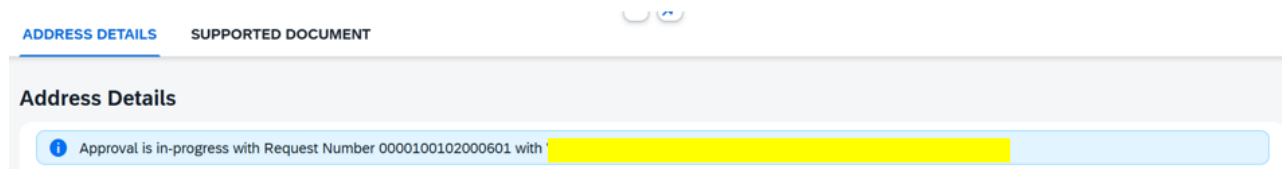
No data

Child

Once the request is approved, the updated information will be reflected in the **Employee Master Data**.

3.9 Step 11 – Approval

Upon Submission, the request will be automatically triggered for approval. If there is already a request under approval process, below message can be expected. Where employee can able to see their approver name and Employee Number.

A screenshot of the NHPC portal interface. At the top, there are two tabs: 'ADDRESS DETAILS' (active) and 'SUPPORTED DOCUMENT'. Below the tabs, the 'Address Details' section is displayed. It contains a message: 'Approval is in-progress with Request Number 0000100102000601 with [redacted]'. The redacted area is highlighted in yellow.

***** Thank You *****