

## Steps for creation of new account and forgot password for Form 19 Portal

### Disabling POP UP Blocker :

Please use Google Chrome or remove compatibility settings from your IE browser.

Disable the pop-up blocker : Refer Attachment.



### A : Steps for Creation of New Account :

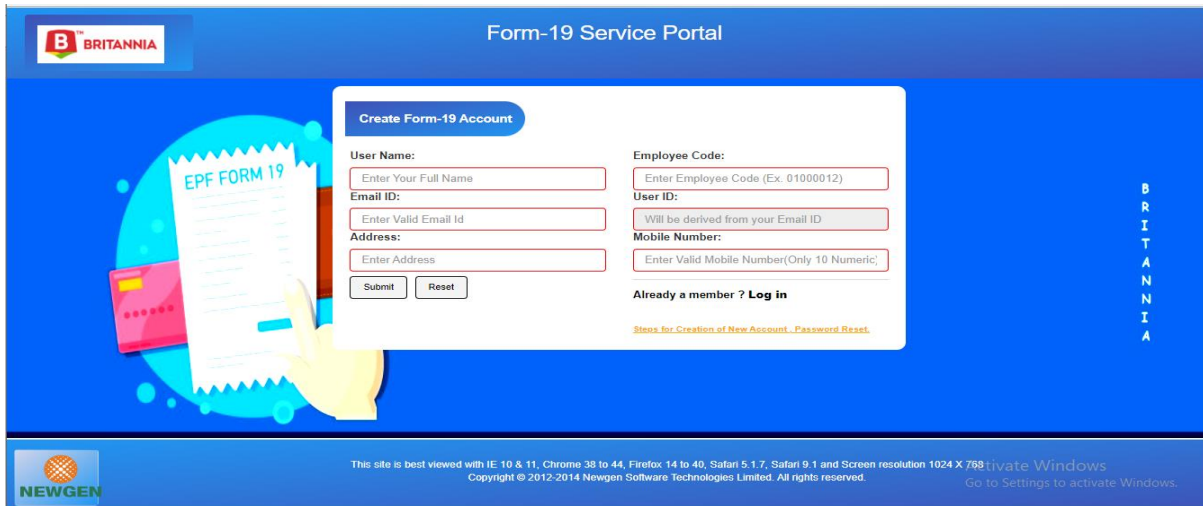
**Step 1 :** Link to e-Portal login : Below page will be displayed once clicking on the link.

Link <http://eportal.britindia.com:8080/portal/form19login>

A screenshot of the Form-19 Service Portal login page. The page features the Britannia logo in the top left and the text 'Form-19 Service Portal' in the top right. A central white box contains 'Welcome to Form-19 Service Portal' and a list of instructions for Resignees, Retirees, Death, and Going Abroad. To the right of the instructions is a login form with fields for 'UserID', 'Password', and 'Enter Captcha'. Below the captcha field are 'Login' and 'Reset' buttons. Further down are links for 'Forgot password?', 'New to site? Create Account', and 'Steps for Creation of New Account . Password Reset'. The footer includes the Newgen logo, browser compatibility information, and a copyright notice for 2012-2014 Newgen Software Technologies Limited.

**Step 2 :** Create Account /Register : Click on **New to site? Create Account**

**Step 3 :** Fill all Mandatory Details to Create an Account : Provide required details like : **Employee Full Name, Employee Code, Valid Active Personal Email ID, Address, Valid Active Mobile Number** and click on “ Submit “ → Message will display as “**User registered successfully and Activation link sent to your registered email ID.**”

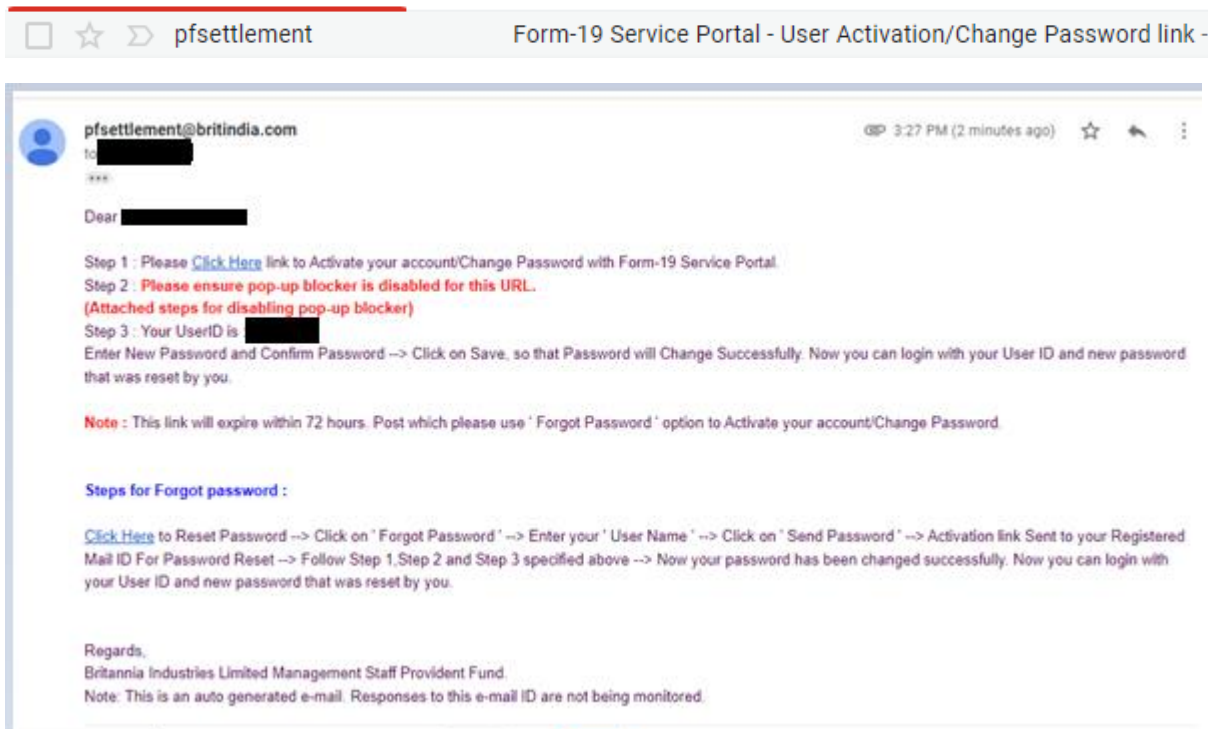


The screenshot shows the 'Form-19 Service Portal' registration page. It features a blue header with the 'BRITANNIA' logo and the title 'Form-19 Service Portal'. The main content area is white with a blue border. On the left, there is a graphic of a hand holding a document labeled 'EPF FORM 19'. The registration form is titled 'Create Form-19 Account' and includes the following fields:

- User Name:** Enter Your Full Name
- Employee Code:** Enter Employee Code (Ex. 01000012)
- Email ID:** Enter Valid Email Id
- User ID:** Will be derived from your Email ID
- Address:** Enter Address
- Mobile Number:** Enter Valid Mobile Number(Only 10 Numeric)

There are 'Submit' and 'Reset' buttons at the bottom of the form. Below the form, there is a link for 'Already a member? Log in' and a link for 'Steps for Creation of New Account, Password Reset'. The footer contains the 'NEWGEN' logo, browser compatibility information, and a copyright notice for 2012-2014 Newgen Software Technologies Limited.

**Step 4 :** Email received from pfsettlement@britindia.com to your personal registered Email ID along with the attachment for disabling POP UP blocker, as shown below :



Click on “Click Here” for generation of new Password.

Enter New Password and Confirm Password --> Click on Save, so that Password will Change Successfully. Now you can login with your User ID and new password that was reset by you.

**Note :** This link will be expired within 72 hours. Post which please use "Forgot Password" option to Activate your account/Change Password.

## B : Steps for Forgot Password :

**Step 1 :** Link to e-Portal login : Below page will be displayed once clicking on the link.

Link <http://eportal.britindia.com:8080/portal/form19login>

**Welcome to Form-19 Service Portal**

**INSTRUCTIONS :**

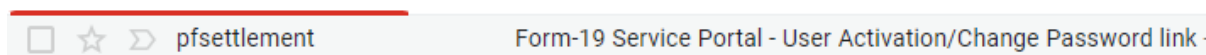
- 1. For Resignees :** Employee can apply only after 60 days from the last date of working
- 2. For Retirees :** Employee can apply immediately after the date of retirement.
- 3. For Death :** Nominee can apply immediately after the date of Death of the member. Documents to be submitted are : Death certificate of the member, Legal heirship Certificate, Nominee's PAN Card & one cancelled cheque of Bank Account of the nominee to be submitted.
- 4. For Going Abroad :** Employee can apply immediately after last date of working provided, he submits valid employment VISA & Passport copy along with PAN card and Cancelled Cheque of his Bank Account. In case valid employment VISA copy is not provided, then the employee can apply only after 60 days from the last date of working.

**Note:-** For any queries please write us on  
[PFSETTLEMENT@BRITINDIA.COM](mailto:PFSETTLEMENT@BRITINDIA.COM) ,  
[IBPSUPPORT@BRITINDIA.COM](mailto:IBPSUPPORT@BRITINDIA.COM)

**Forgot password?**  
New to site? [Create Account](#)  
[Steps for Creation of New Account - Password Reset.](#)

**Step 2 :** Click on “**Forgot Password**” → Enter your ' User Name ' --> Click on ' Send Password ' --> Message displayed as “Activation link sent to your registered email ID for Password Reset.”

**Step 3 :** Email received from [pfsettlement@britindia.com](mailto:pfsettlement@britindia.com) to your personal registered Email ID along with the attachment for disabling POP UP blocker, as shown below :



Click on “Click Here” for generation of new Password.

Enter New Password and Confirm Password --> Click on Save, so that Password will Change Successfully.

**Note :** This link will be expired within 72 hours. Post which please use " Forgot Password " option to Activate your account/Change Password.

