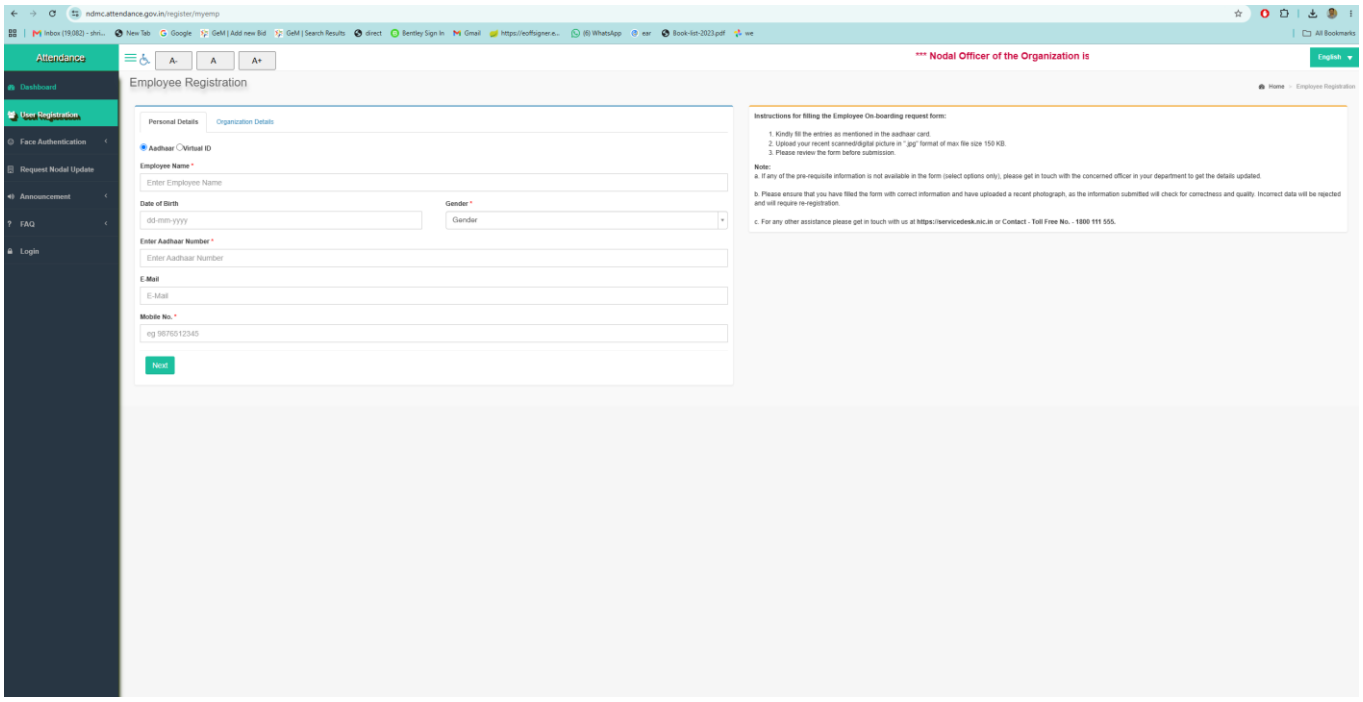
AEBAS on-boarding process in details

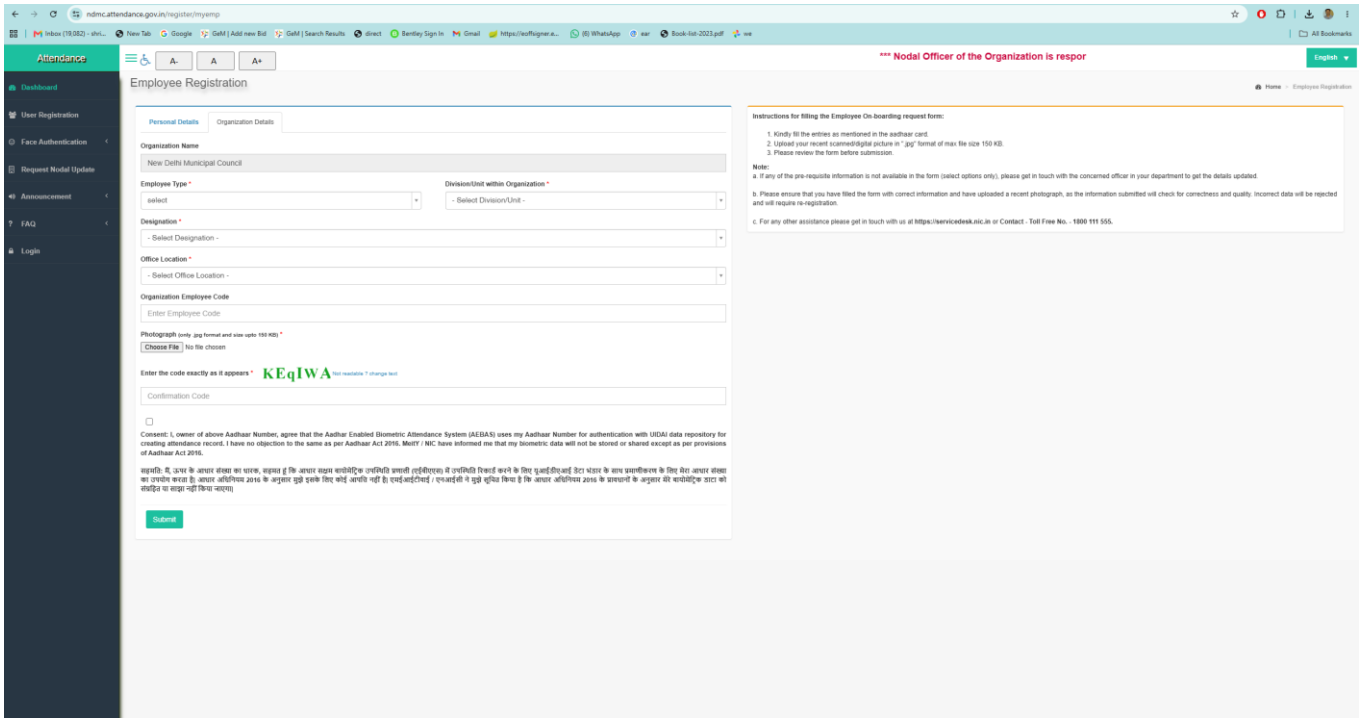
Candidate registration on AEBAS portal

In order to Login and Register, the user will visit the organizations attendance portal i.e. https://ndmc.attendance.gov.in/. The Employee will register as explained below-

- Click on User Registration and the following form registration form will be displayed as shown in figure below.



- The employee will enter the personal details like Name, Date of Birth, gender, Aadhaar Number, Email address and Mobile Number. All the fields are mandatory.
- Next the user will click on the Organization Details tab and enter Organizations Name, Employee type, Division/Unit within the Organization, Designation, Office Location, Organization Code, will upload a photo of himself (in .jpg format and size up to 150 KB).
- He will then the Confirmation Code, select the consent box and click on Submit button.



- Once the user submits the form, an Attendance Id will be sent to him through SMS and mail. The same Id will be displayed on the screen as well.
- Using the attendance id sent, the employee will then login to BAS by clicking on the Login option from the menu.
- If the user is logging in for the first time, the user will click on the Don't have an account option.
- Fill in the Attendance Id and generate an OTP, that is sent on the mobile and login with that OTP code.
- Employee can reset the password Click on the mode by which he wants the OTP has to be sent- SMS or Mail. An OTP is sent; using which the user can reset the password and login.

The Nodal officer verifies the details provided by the employee, including the Aadhaar number entered by the employee. After all details are verified, the employee is informed by SMS /Email about his registration being complete on the attendance portal**.**

Marking the Attendance on the Personal Mobile Devices

Employees to download the attendance application on their personal mobile devices. This app is used to mark face recognition attendance through the AEBAS portal. Candidates need to access the provided URL to download and set up the application on their mobile phones.

Link :-
https://attendance.gov.in/assets/doc/AEBAS_FaceAuth_InstallationGuide_PersonalDevice.pdf