

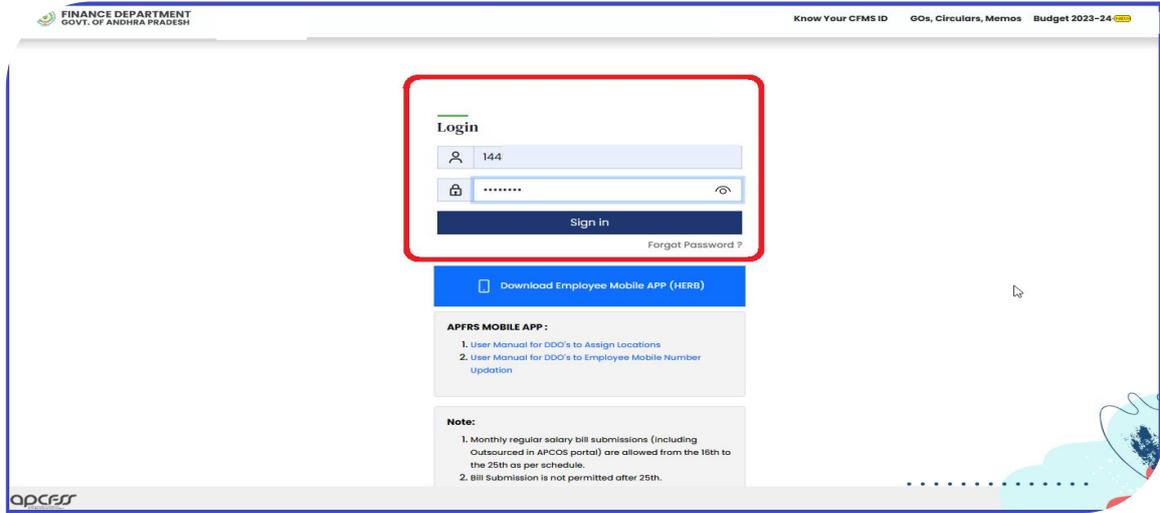


USER MANUAL - eKYC verification for Employees

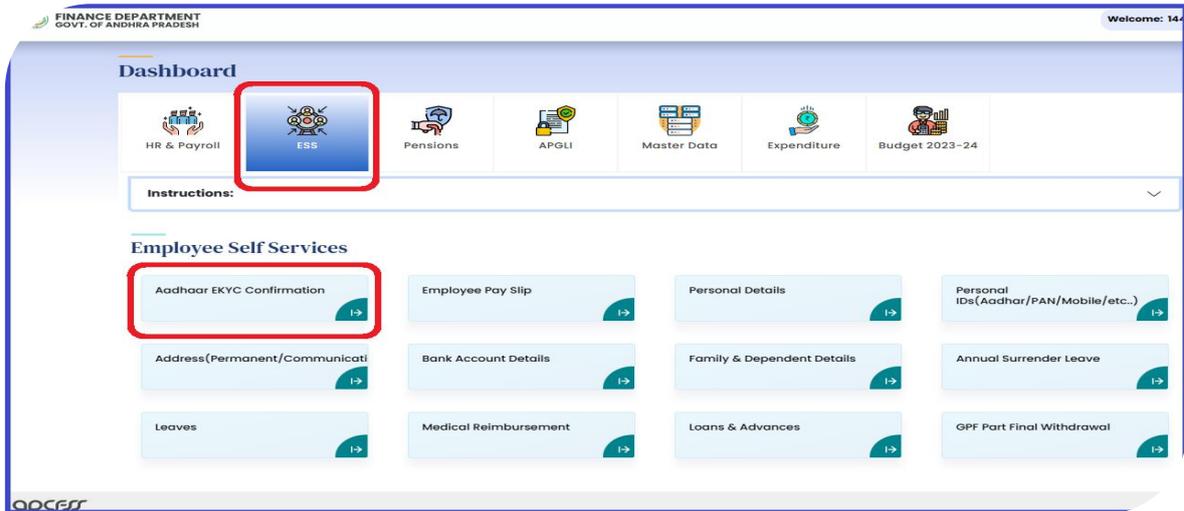
- ✓ Government in GO Ms. No.7, Dated 11/01/2023 of Finance (Budget.II) Department, has adopted the additional security layer of two-factor authentication in CFMS transactions to protect the interest of the citizens and the employees.
- ✓ As per these Orders, Two-factor authentication is mandatory for accessing CFMS and HERB Applications; and One Time Password (OTP) on an AADHAAR linked mobile number is made mandatory for secure login of CFMS and HERB applications.
- ✓ In terms of these Orders, every Employee / Person shall link their CFMS ID to AADHAAR and Mobile No., for availing Government and employees services securely.
- ✓ The AADHAAR verification to be carried-out in HERB Web Portal / HERB Mobile App is made through a simple process.
- ✓ eKYC process can be done in the following three ways:-
 - a.) Self-updation by Employee / Person through HERB Web Portal;
 - b.) Self Updation by Employee / Person through HERB Mobile App; and
 - c.) Updation by DDO through HERB Web Portal on request of employee.
- ✓ Steps to be followed by employees / persons / DDOs along with Snapshots is shown hereunder:-
 - a.) **Self-updation by Employee / Person through HERB Web Portal:-**
(Request creation by Employee / Person)
 - ✧ Employee need to visit the HERB Portal (<https://herb.apcfss.in/>) and login using their **CFMS credentials**. In case, they do not remember their password, click on Forgot Password and follow the steps to generate password, which will be sent to their mobile number registered with CFMS.
 - ✧ From the Employee Dashboard, employee need to opt **ESS (Employee Self Service)** and from the said services need to select '**Aadhaar E-KYC Confirmation**'.
 - ✧ Here the employee need to key-in **Aadhaar Number** and Click on the **E-KYC** button followed by clicking mark in the **Declaration Checkbox**.
 - ✧ After clicking on E-KYC, employee will re-direct to **E-KYC** page. Here Employee can process E-KYC either through **Biometric** or **AADHAAR OTP**.
 - ✧ If employee select Biometric mode, he / she need to authenticate Biometric via **Biometric device**.
 - ✧ If Employee select **Aadhaar OTP**, then he / she need to **validate the OTP** which is generated and sent to their **Aadhaar registered mobile number**.
 - ✧ After Verifying the OTP, click on the **Confirm** button for successful authentication.
 - ✧ They shall key-in mobile number registered with AADHAAR.
 - ✧ To complete the E-KYC process, employee need to click on '**Save data and forward to DDO**' button.



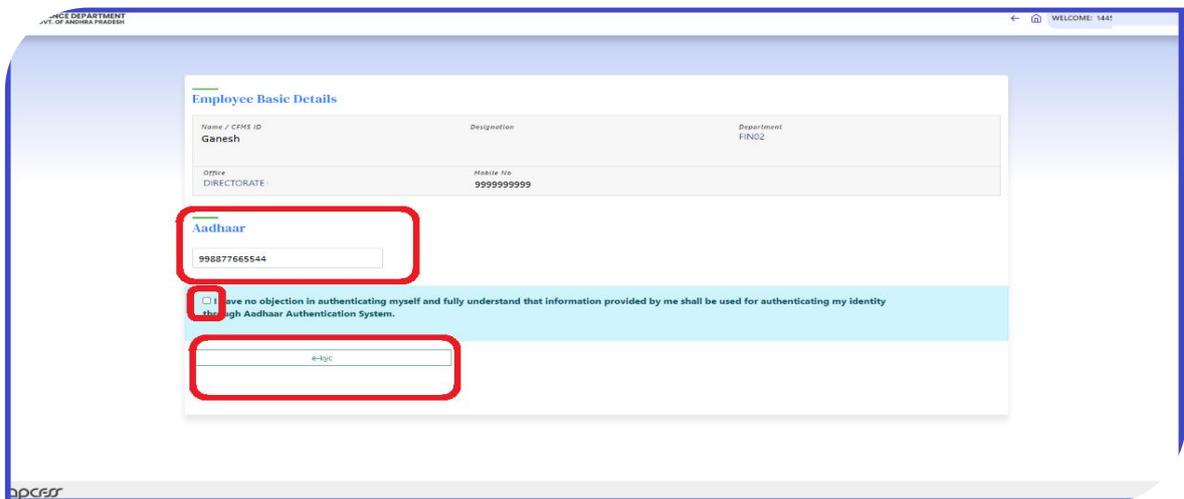
- Employee will get the popup screen with a message like '**E-KYC completed and successfully forwarded to DDO**', click **OK** button to check the status of your E-KYC. Then the DDO will get the request and DDO will approve as per the details available.



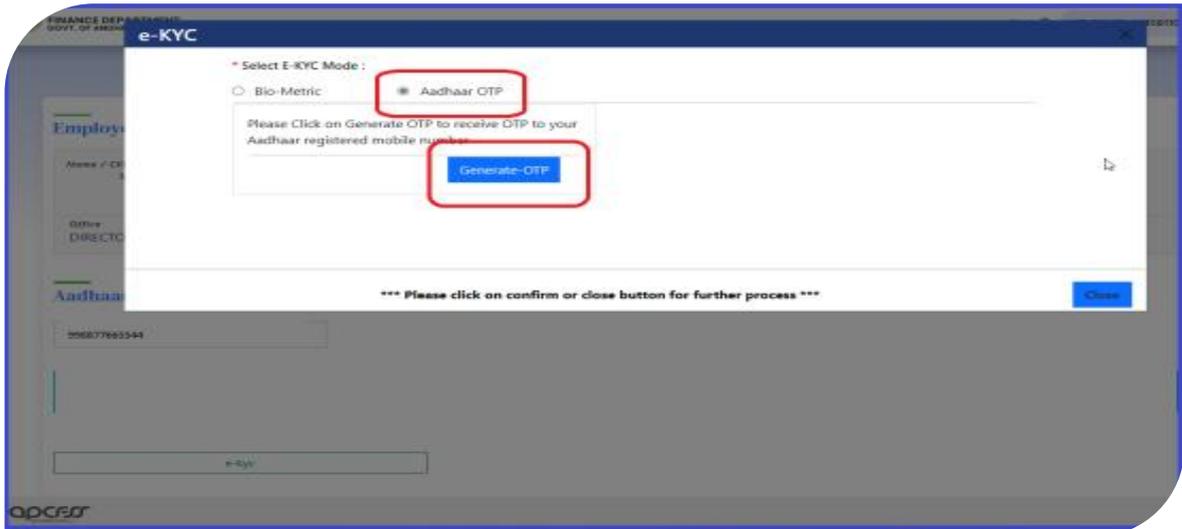
(Picture.1)



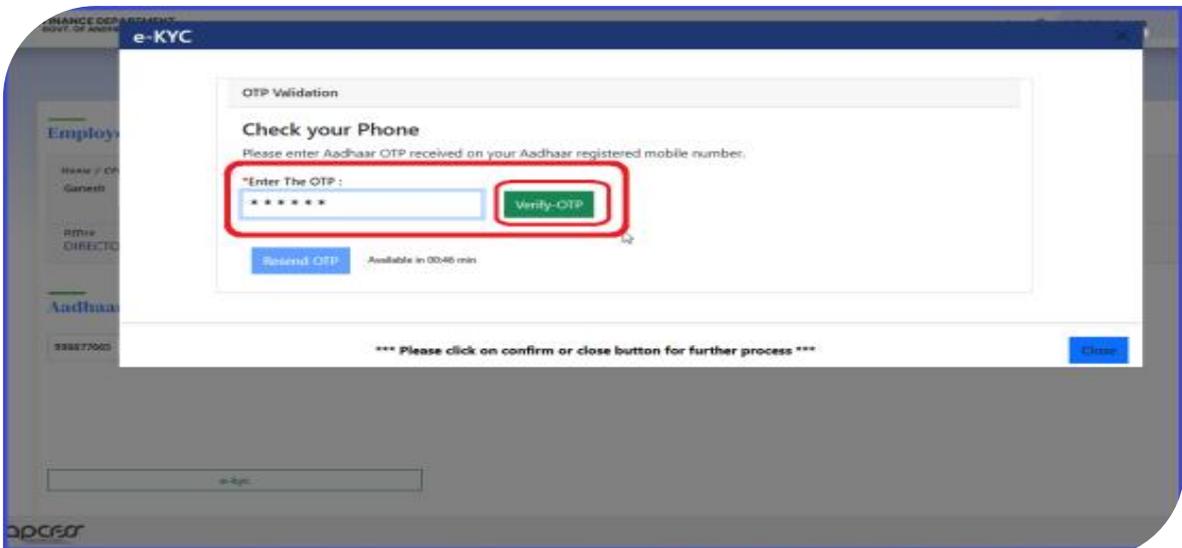
(Picture.2)



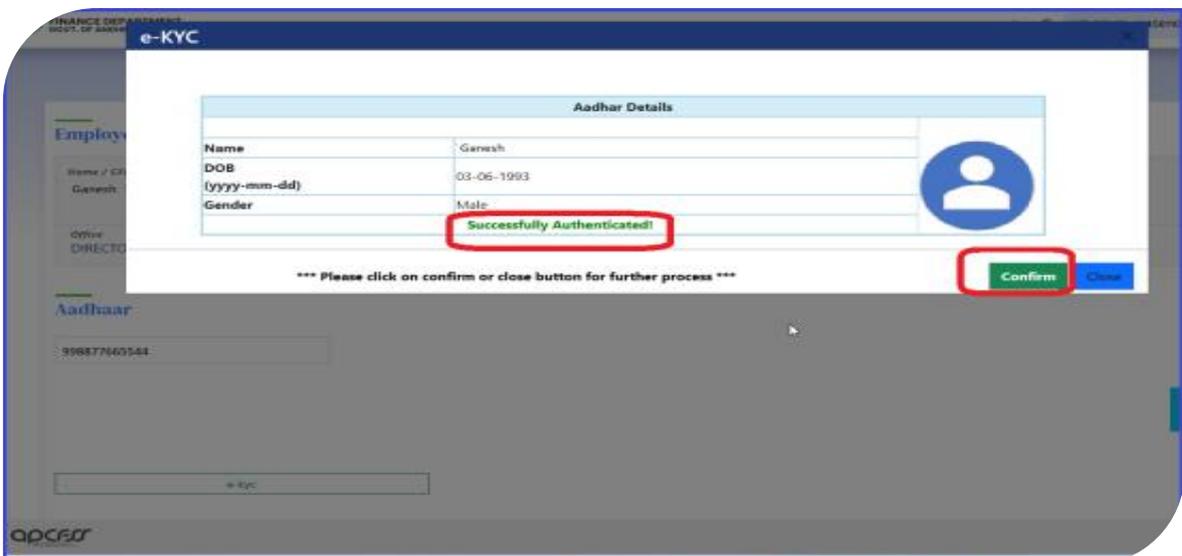
(Picture.3)



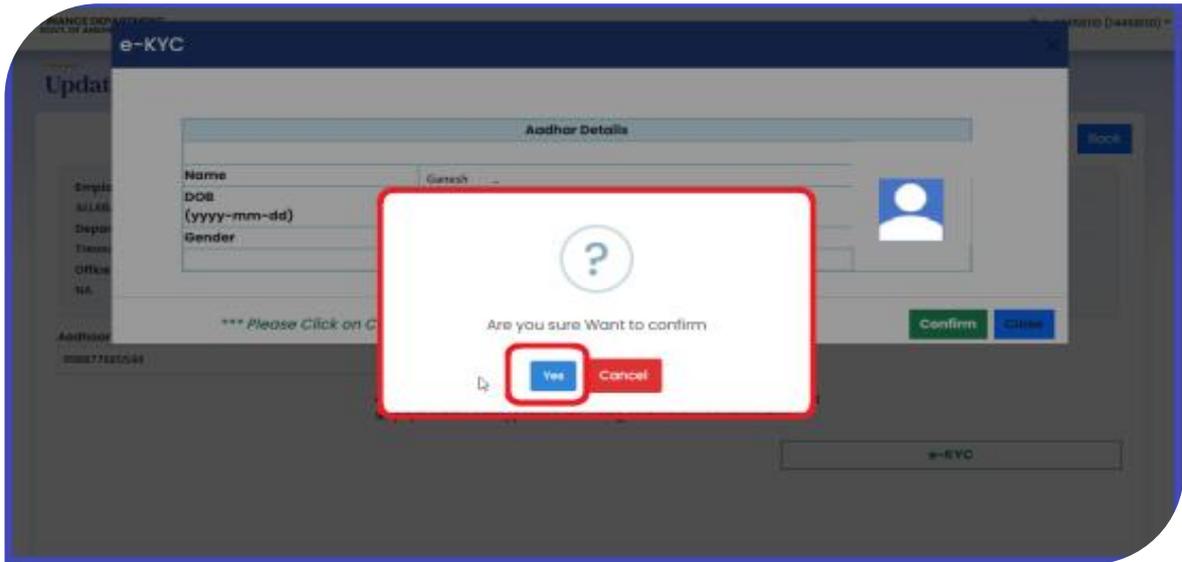
(Picture.4)



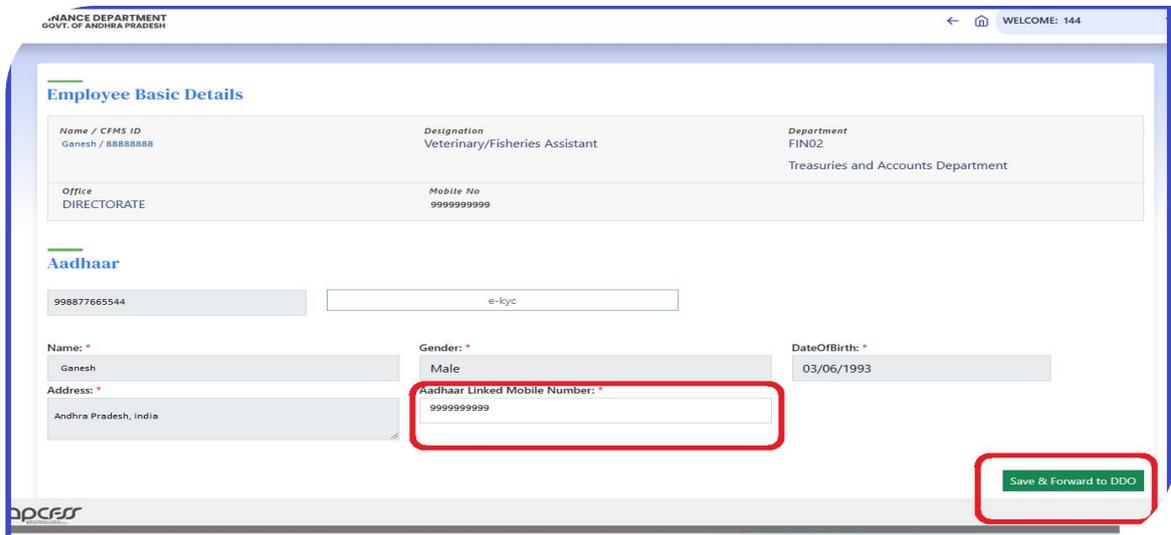
(Picture.5)



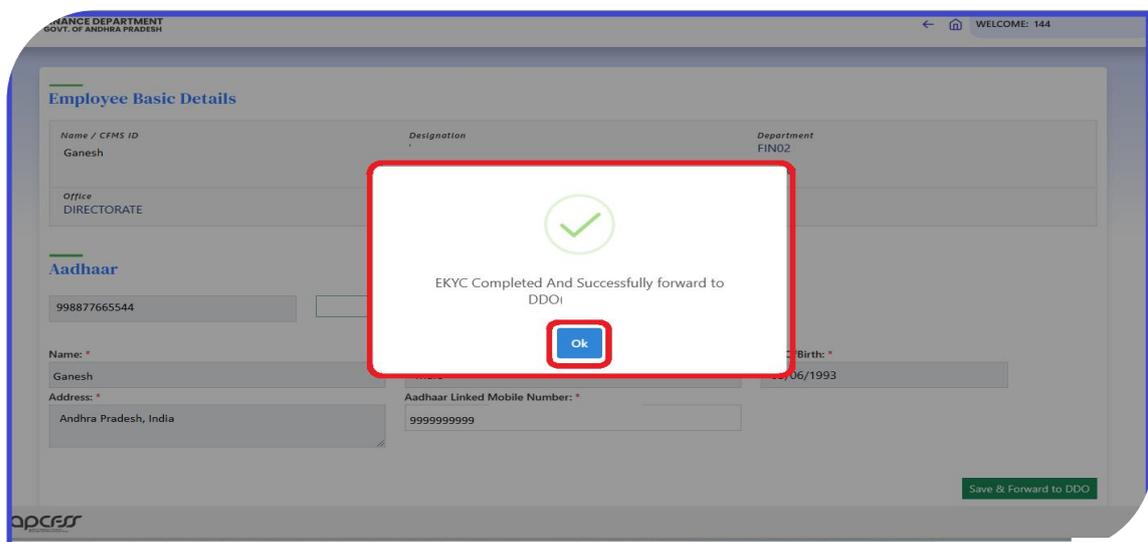
(Picture.6)



(Picture.7)



(Picture.8)



(Picture.9)



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

WELCOME: 144

Employee Basic Details

Name / CFMS ID Ganesh	Designation Veterinary,	Department FIN02
Office DIRECTORATE	Mobile No 9999999999	

Aadhaar

998877665544

Aadhaar Ekyc

Name	Gender	Aadhaar	DateOfBirth	Aadhaar Linked Mobile Number	Address	EkycHolder	Status	Reason For Reject
Ganesh	Male	Xxxxxxxx 5544	1993-06-03	Xxxxxxxx999	Andhra Pradesh, India		Your Request Pending At DDO	--

(Picture.10)

a.) **Self-updation by Employee / Person through HERB Web Portal:-**
(Approval by Drawing and Disbursing Officer)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Know Your CFMS ID GOs, Circulars, Memos Budget 2023-24

Login

[Sign in](#) [Forgot Password ?](#)

[Download Employee Mobile APP \(HERB\)](#)

APFRS MOBILE APP :

1. User Manual for DDO's to Assign Locations
2. User Manual for DDO's to Employee Mobile Number Update

Note:

1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 10th to the 25th as per schedule.
2. Bill Submission is not permitted after 25th.

(Picture.11)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Welcome: 144

Dashboard

[HR & payroll](#) [ESS](#) [Pensions](#) [APGLI](#) [Master Data](#) [Expenditure](#) [Budget 2023-24](#)

Instructions:

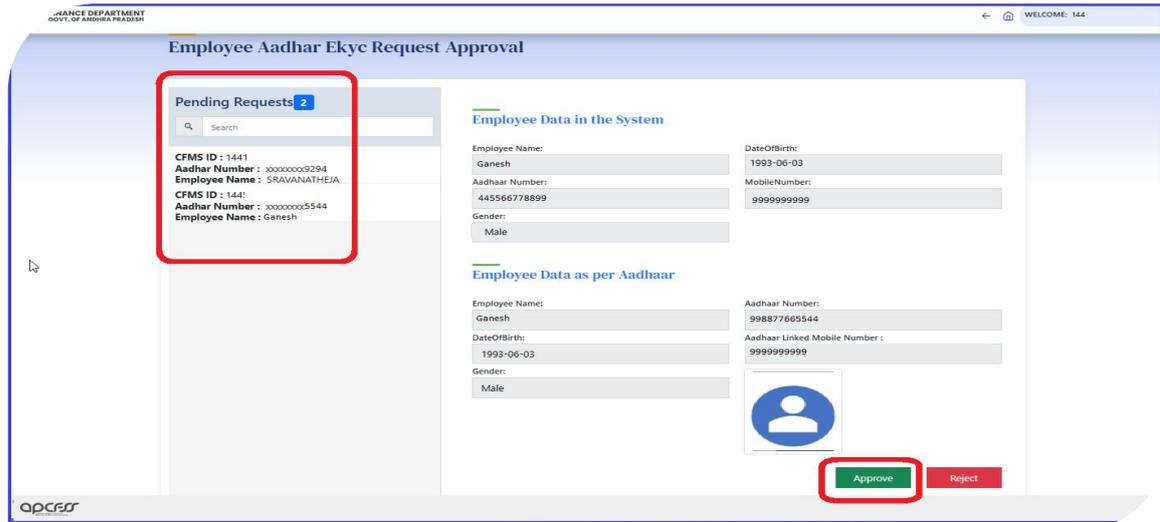
Employee Aadhaar eKYC

[Employee Aadhaar eKYC Update](#) [Aadhaar eKYC Request Approve-DDO](#) [Employee Aadhaar eKYC Status Report](#) [Employee Aadhaar & Bank Linking Status Report](#)

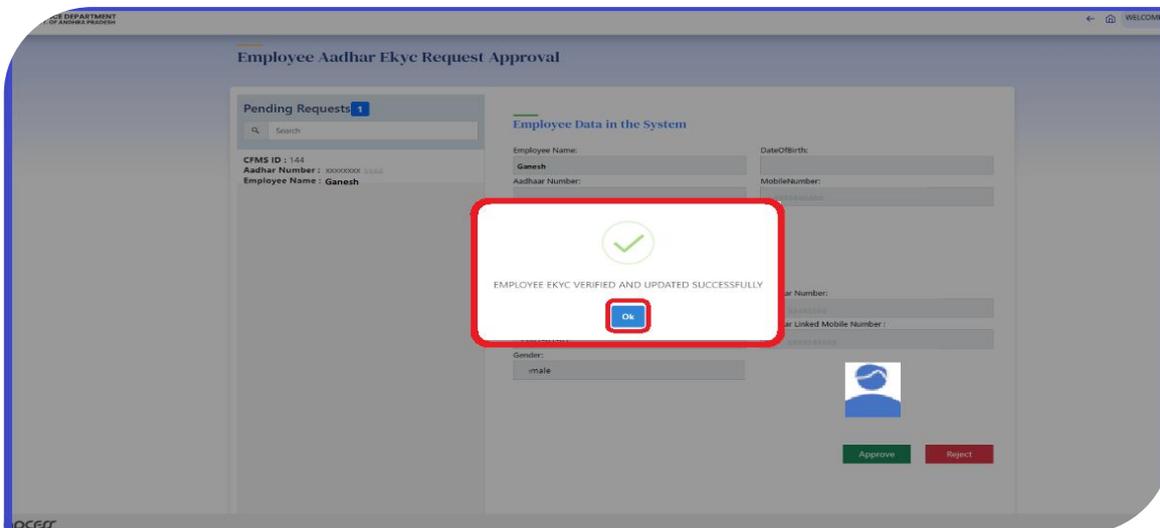
[Office Address Details Count Report](#)

Basic Pay Change Events

(Picture.12)



(Picture.13)



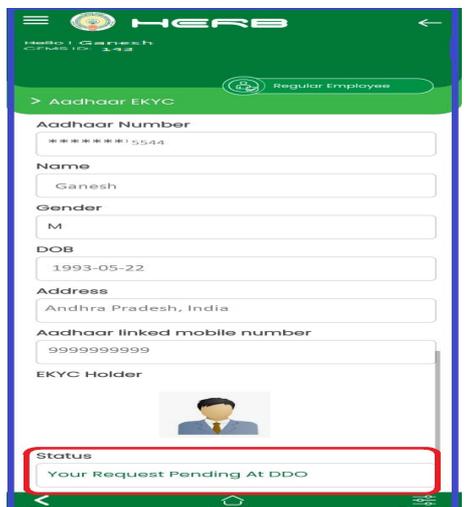
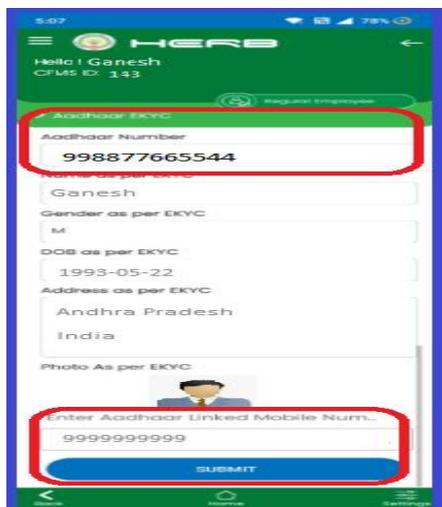
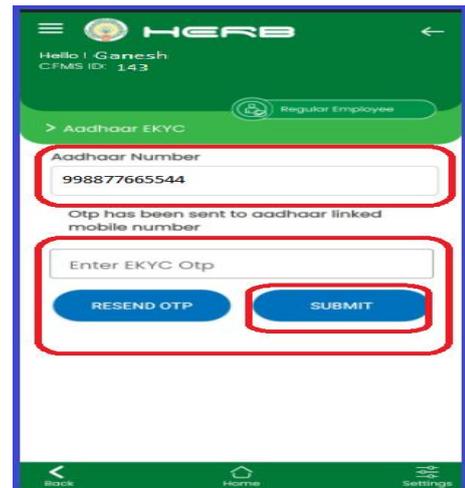
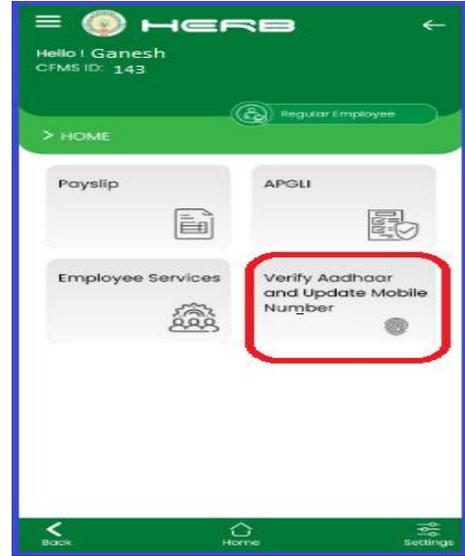
(Picture.14)

b.) **Self-updation by Employee / Person through HERB Mobile App:-**
Request creation by Employee / Person

- ✦ Download **HERB App** which is available for both **Android and IOS** users, which can able to download from the following link <https://appstore.herb.apcfs.in/>.
- ✦ **Login the App** using **CFMS credentials** (Username & Password).
- ✦ From the Employee Dashboard screen, select '**Verify Aadhaar and Update Mobile Number**'.
- ✦ **Update Aadhaar Number** and Click on **E-KYC OTP**.
- ✦ After clicking on **E-KYC OTP** button, an OTP will be generated and that will be sent to Aadhaar linked mobile number.
- ✦ Key-in generated OTP in **Enter E-KYC OTP** field and click on **Submit** button (If employee didn't receive, click on **Resend OTP** button).



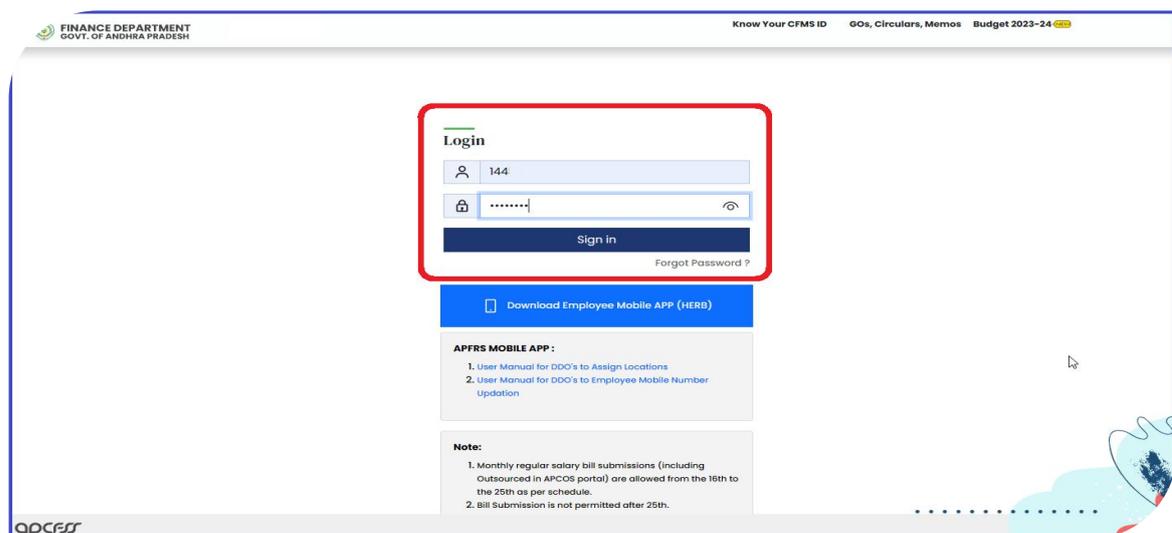
- ✧ Verify the details and **key-in Mobile Number** and click on **Submit** button.
- ✧ Check the status of E-KYC verification.
- ✧ Then the DDO will get the request and DDO will approve as per the details available.





c.) **Updation by DDO through HERB Web Portal on request of employee:-**

- ✧ DDO need to visit the HERB Portal (<https://herb.apcfss.in/>) and login to using their CFMS credentials.
- ✧ From the DDO Dashboard, DDO need to select '**Employee Aadhaar E-KYC Update**' under **HR & Payroll**.
- ✧ Select the **DDO Code** from the drop-down button and click on **Submit**.
- ✧ After submitting, the DDO will get the **Employee list** who are Updated / Not-updated their E-KYC and DDO can also be able to select the employee either by searching by **employee name / CFMS ID**.
- ✧ After selecting the respective Employee name from that list, in the next page DDO have to update the Employee Aadhaar number and need to click on E-KYC button followed by clicking mark in the **Declaration Checkbox**.
- ✧ After clicking on E-KYC, DDO will redirect to **E-KYC** page. Here DDO has to process E-KYC either through **Biometric** or **AADHAAR OTP**.
- ✧ If DDO selects Biometric, need to authenticate Biometric via **Biometric device**.
- ✧ If DDO selects **Aadhaar OTP**, then have to **validate the OTP** which is generated and sent to **Employees' Aadhaar registered mobile number**.
- ✧ After Verifying the OTP, click on the **Confirm** button for successful authentication.
- ✧ For a successful Authentication, click on **Yes** button to move forward.
- ✧ To complete the E-KYC process, DDO need to click on "**Save**" button, followed by providing **Employee's AADHAAR linked Mobile number**.
- ✧ DDO will get the popup screen like '**Successfully Authenticated**'.



(Picture.15)



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Welcome: 144

Dashboard

HR & Payroll | ESS | Pensions | APGLI | Master Data | Expenditure | Budget 2023-24

Instructions:

Employee Aadhaar eKYC

Employee Aadhaar eKYC Update | Aadhaar eKYC Request Approve-DDO | Employee Aadhaar eKYC Status Report | Employee Aadhaar & Bank Linking Status Report | Office Address Details Count Report

Basic Pay Change Events

apcress

(Picture.16)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

144

Update E-KYC Status

DDO Code:*

Select...

Submit

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

144

Update E-KYC Status

DDO Code:*

270 ---DIRECTORATE OF TREASURIES AND ACCOUNTS

Submit

(Picture.17)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

144

Update E-KYC Status

DDO Code:*

270 ---DIRECTORATE OF TREASURIES AND ACCOUNTS

Submit

Total Employees

Search

S.No	Cfms Id	Hrms Id	Employee Name	Office Name	Position Name	E-KYC Status	e-KYC
1	30C	294	A.J.	NA		Success	
2	144	29K	Ganesh	NA		Pending	
3	14B	04E	AN	DIRECTORATE OF TREASURIES AND ACCOUNTS		Success	
4	144	270	AN	DIRECTORATE OF TREASURIES		Success	
5	144	270	AN	DIRECTORATE OF TREASURIES		Pending	
6	30C	294	AN	MADDIPATLA VARI STREET , SECRETARIAT		Pending	
7	14B	04E	APF	AVULA VARI STREET _WARD SECRETARIAT		Pending	

apcress

(Picture.18)



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

14458110 (1445)

Update E-KYC Status

Back

Employee Name:	CFMS Id:	Designation:
Ganesh	144	
Department:	DDOCODE:	DDOCODE Description:
Office Name:	Mobile No:	
	9999999999	

Aadhaar No:*

998877665544

Declaration: I hereby declare that I have obtained consent from the employee/pensioner for authenticating his/her Aadhaar for his Identity.

e-KYC

apcfsr

(Picture.19)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

e-KYC

Update

* Select e-KYC Mode :

Bio-Metric Aadhaar OTP

Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number

Generate-OTP

*** Please Click on Close Button for Further Process ***

Close

e-KYC

apcfsr

(Picture.20)

e-KYC

OTP Validation

Check your Phone

Please enter Aadhaar OTP received on your Aadhaar registered mobile number.

*Enter the OTP :

Required

Verify-OTP

OTP expires in 09:54 min. 3 Attempts remaining

Resend OTP Available in 00:55 min.

*** Please Click on Close Button for Further Process ***

Close

(Picture.21)



e-KYC

Aadhar Details	
Name	Ganesh
DOB (yyyy-mm-dd)	03-06-1993
Gender	Male

Successfully Authenticated!

*** Please click on confirm or close button for further process ***

Confirm Close

(Picture.22)

e-KYC

Update

Aadhar Details	
Name	Ganesh
DOB (yyyy-mm-dd)	
Gender	

Are you sure Want to confirm

Yes Cancel

Confirm Close

(Picture.23)

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Update E-KYC Status

Employee Name: _____ CFMS Id: _____ Designation: _____
Department: Treasuries and Accounts Department DDOCODE: 270i DDOCODE Description: DIRECTORATE OF TREASURIES AND ACCOUNTS
Office Name: NA Mobile No: _____

Aadhaar No:*
99887765544

Declaration : I hereby declared that, I have obtained content from employee/pensioner for authorizing his/her aadhaar linked bank account for receiving Government payments across schemes that he/she is eligible for and any other payment like salary,pension,etc.. using aadhaar based information.

Name : Ganesh Gender : Male Date of Birth : 03/06/1993

Address : Andhra Pradesh, India

*Aadhaar Linked Mobile Number :
9999999999

Save

(Picture.24)



Person Details As Per e-KYC

Aadhaar Details	
Name	Ganesh
DOB (yyyy-mm-dd)	1993-06-03
Gender	Male
Successfully Authenticated!	

*** Please Click on Close Button for Further Process ***

Close

(Picture.25)

-THE END-