

- ✓ 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.

FINANCE DEPARTMENT     GOVT. OF ANDHRA PRADESH	Knor	w Your CFMS ID GOs, Circulars, Memos	Budget 2023-24 🧰
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	Download Employee Mobile APP (HERB)      Dever Monual for DOO's to Assign Locations      User Monual for DOO's to Employee Mobile Number     updation	¢.	
	Note: 1. Monthly regular solary bill submissions (including Outsourced in APCOS portal) are allowed from the 18th to the 25th os per schedule. 2. Bill submission is not permitted after 25th.		C
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(Picture.1)

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	Instructions:				P			~
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	Address(Permo	anent/Communicati →	Bank Accou	int Details	Family &	à Dependent Details	Anr	nual Surrender Leave
	Leaves	l <del>)</del>	Medical Rei	mbursement	Loans &	Advances	GPF	Part Final Withdrawal
adcerr								



Employee Basic Details			
Name / CFMS ID Ganesh	Designation	Department FIN02	
Office DIRECTORATE	Mobile No 999999999		
Aadhaar 998877665544			
up ave no objection in authenticati	ng myself and fully understand that information prov tem.	vided by me shall be used for authenticating my identity	
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* Select E-KYC Mode : Bio-Metric Aadhaar OTP Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number Generate-OTP	4
*** Please click on confirm or close button for further process **	
+*4yt*	
	Select E-KYC Mode: Aadhaar OTP Please Click on Generate OTP to your Aadhaar registered mobile number Generate-OTP

## (Picture.4)

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***	
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(Picture.5)

		Aadhar Details	
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Ganesh	DOB (yyyy-mm-dd)	03-06-1993	
	Gender	Male	
ordere .		Successfully Authenticated1	
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dhaar	*** Please cl	ck on confirm or close button for further process ***	nfere C
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odhaar 887/665544	*** Please d	ck on confirm or close button for further process ***	
ndhaar 1857760344	*** Please cl	ck on confirm or close button for further process ***	



(Picture.6)



		Aodhor Details	teel Income
Emple All All Departs Theorem Official MA	Name DOB (yyyy-mm-dd) Gender	Genest _	
adhaor mail2200594	*** Please Click on C	Are you sure Want to confirm	Confirm

(Picture.7)

Employee Basic Details		
Name / CFMS ID	Designation	Department FINO2
Ganesh / 6000000	veterinary/Fishenes Assistant	Treasuries and Accounts Department
office DIRECTORATE	Mobile No 999999999	
998877665544	e-kyc	
998877665544 Name: *	e-kyc Gender: *	DateOfBirth: *
998877665544 Name: * Ganesh	e-kyc Gender: * Male	DateOfBirth: * 03/06/1993
998877665544 Name: * Ganesh Vddress: *	e-kyc Gender: * Male Aadhaar Linked Mobile Number: *	DateOfBirth: * 03/06/1993
998877665544 Name: * Ganesh Iddress: * Andhra Pradesh, India	e-kyc Gender: * Male Aadhaar Linked Mobile Number: * 999999999	DateOfBirth: * 03/06/1993
998877665544 Name: * Ganesh Address: * Andhra Pradesh, India	e-kyc Gender: * Male Aadhaar Linked Mobile Number: * 999999999	DateOfBirth: * 03/06/1993

(Picture.8)

FIN02
iompleted And Successfully forward to DDD
06/1002
22,00,1555
1 Mobile Number: *



(Picture.9)

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10.	Systems and Services

nployee	Basic I	)etails						
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	TE			Mobile No 999999999	9			
dhaar								
dhaar 8877665544	1							
dhaar 8877665544	4							
dhaar 8877665544 adhaar	4 Ekyc							
dhaar 8877665544 adhaar	4 Ekyc Gender	Aadhaar	DateOfBirth	Aadhaar Linked Mobile Number	Address	EkycHolder	Status	Reason For Reject

(Picture.10)

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

SOVT. OF ANDHRA PRADESH		now Your CFMS ID GOs, Circulars, Memos	Budget 2023-24-
	Login 名 144 命 の		
	Sign in Forgot Password ? Download Employee Mobile APP (HERB)	La	
	APFRS MOBILE APP : 1. User Manual for DDO's to Assign Locations 2. User Manual for DDO's to Employee Mobile Number Updation		
	Note: 1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 18th to the 25th as per schedule. 2. Bill Submission is no permitted after 25th.		C
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(Picture.11)





(Picture.12)



GOVT. OF ANDHRA PR	MENT IDISH		← ि WELCOME: 144
	Employee Aadhar Ekyc Requ	iest Approval	
	Pending Requests 2	Employee Data in the System	
	CENTE ID	Employee Name:	DateOfBirth:
	Aadhar Number : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Ganesh	1993-06-03
	Employee Name : SRAVANATHEJA	Aadhaar Number:	MobileNumber:
	CFMS ID : 144!	445566778899	9999999999
	Employee Name : Ganesh	Gender:	
		Male	
45		Employee Data as per Aadhaar	Aadhaar Number:
		Ganesh	998877665544
		DateOfBirth:	Aadhaar Linked Mobile Number :
		1993-06-03	999999999
		Gender:	
		Male	
			8
			Approve Reject
pcrsr			



COF ANDHRA PRADEEH				← @
	Employee Aadhar Ekyc Req	uest Approval		
	Pending Requests 1 Q. See: CFMS ID: 144 Ampleyee Name : Ganach	Employee Data in the System Employee Name: Geneth Aadhaar Number:	DateOfferth: Mobiletaumber:	
		EMPLOYEE EKYC VERIFIED AND UPDATED	SUCCESSFULLY at Number:	
		Gender: male	e Luide Mobile Number :	
			Approve	
r				



## 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 <u>https://appstore.herb.apcfss.in/</u>.
- ♦ 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** form 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'.

Sovt. of Andhra Pradesh	Know Your CFMS ID	GOs, Circulars, Memos	Budget 2023-24
	Login          A       144         Image: Comparison of the state		
	APFRS MOBILE AP: 1. User Manual for DDO's to Assign Locations 2. User Manual for DDO's to Employee Mobile Number Updation		l≽.
	Note: 1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 18th to the 25th as per schedule. 2. Bill Submission is not permitted after 28th.		
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(Picture.15)





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Dashboard							
HR & Payroll	ESS	Pensions		Master Data	Expenditure	Budget 2023-24	
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(Picture.16)

DDO Code:*			
		<u> </u>	
Select			Submit
FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH			144
Update E-KYC Status			
DDO Code:*			
270 DIRECTORATE OF TREASURIES AND ACCOUNT	ITS	× ~	Submit

(Picture.17)

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 Update	e E-KYC S	Status					
DDO Code	c*						
270	DIRECTOR	ATE OF TREAS	URIES AND ACCOUNTS			×   ~	Submit
Total En	nlovees						
Q Secur	ch						
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S.No	Cfms Id	Id	Employee Name	Office Name	Position Name	E-KYC Status	e-KYC
1	300	294	AJ.	NA		Success	Ø
2	144	291	Ganesh	NA		Pending	
3	148	046	ANI	SECRET		. Success	0
4	144	270	AN-	DIRECTORATE OF TREASURIES		Success	•
5	144	270	AN	DIRECTORATE OF TREASURIES		Pending	œ
6	300	294	AN	MADDIPATLA VARI STREET . SECRETARIAT		Pending	œ
7	148	046	API	AVULA VARI STREET _WARD SECRETARIAT		. Pending	68
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Lindata E VVC Status			
Opdate E-KTC Status			
		Back	
Employee Name:	CFMS Id:	Designation:	
Ganesh	144		
Department:	DDOCODE:	DDOCODE Description:	
Office Name:	Mobile No:		
	222222222		
to the second seco			
Aadnaar No:"			
998877665544			
Declaration : I hereby declare that I had a second seco	we obtained consent from the employee/pensioner for aut	enticating his/her Aadhaar for his Identity.	-
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FINANCE DEPARTMEN GOVT. OF ANDHE e-K	т YC	- ing 
Updat	* Select e-KYC Mode : O Bio-Metric   Addhaar OTP	Back
Empio ALLAB. Depar Tracas. Office NA Aadhaar 2	Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number	
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apcer		

(Picture.20)

OTP Validation		
Check your Pho	ne	
Please enter Aad	naar OTP received on your Aadhaar registered mobile number.	
*Enter the OTP :		
120 200 120	Verify-OTP	
Required		
OTP expires in	09:54 min. 3 Attempts remaining	
Resend OTP	Available in 00:55 min.	
Resend OTP		

(Picture.21)



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0	
	AND WA PRATES
100	Systems and Service

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

## (Picture.22)

		Aodhor Details	
Service .	Name	Ganeth	
ALLEN.	(yyyy-mm-dd)		
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-		$\odot$	
amaar	*** Please Click on G	Are you sure Want to confirm	Confirm
2406438754	iti i	Cancel	
			#-EVO.

(Picture.23)

Employee Name:	CFMS Id:	Designation:
Department:	DDOCODE:	DDOCODE Description:
Treasuries and Accounts Department	2701	DIRECTORATE OF TREASURIES AND ACCOUNTS
Office Name:	Mobile No:	
NA		
Aadhaar No:*		
998877665544		
Declaration : I hereby declared that, I have ob across schemes that he/she is eligible for and ar Name :	tained content from employee/pensioner for authorizing his/ ny other payment like salary,pension,etc using aadhaar bas Gender :	her aadhaar linked bank account for receiving Goverment ed information. Date of Birth :
Ganesh	Male	03/06/1993
Address :	*Aadhaar Linked Mobile Number :	
Andhra Pradesh, India	9999999999	

(Picture.24)





	Aadhaar Details	
Name	Ganesh	
DOB (yyyy-mm-dd)	1993-06-03	
Gender	Male	
	Successfully Authenticated!	
*** Please Clic	k on Close Button for Further Process *	



