TOTP User Guide

1. Why TOTP?

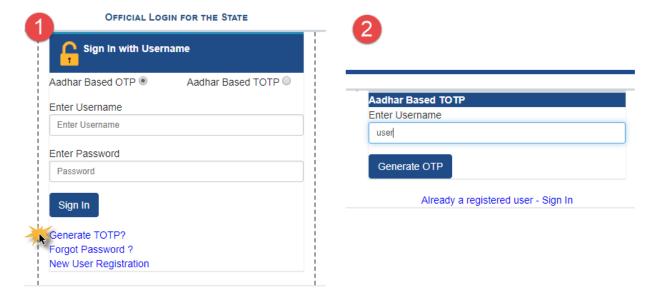
TOTP is time-based one time password to be used as alternate to Aadhaar-based OTP in case there is a limitation of mobile signal to every receive OTP from Aadhaar on mobile.

To avoid this inconvenience, an alternate mechanism of TOTP is provided, so that once the TOTP is generated can be used up to 1 Minute without any SMS/Mobile signal requirement. TOTP can be used in place of Aadhaar based OTP for login purpose.

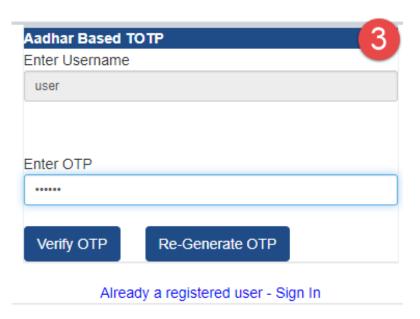
2. How to generate TOTP?

Steps to Generate TOTP:

- Enter the URL pertaining to RCMS application provided by the concerned authority in the address bar of web browser.
- 2. Click on Login Icon or Office Login for navigating to the Login page.



- 3. Click on "Generate TOTP?" link to generate the TOTP.
- 4. It navigates the user to generate the TOTP.
- 5. Enter the Username and click on "Generate OTP" button to get the One Time Password on the Mobile Number attached with the Aadhaar Card.



6. For verification of the OTP, click on "Verify OTP" button.

- 7. If user wants to Re-generate the OTP, click on "Re-Generate OTP" button.
- 8. System can allow the user to 'Re-generate' the OTP, only one time by clicking on "Re-Generate OTP" button.
- 9. TOTP generation message gets displayed.

Your Generated TOTP is :851016 Valid Till : 16 Apr 2019 20:19:21:820 You have only 4 attempt(s) left



OK

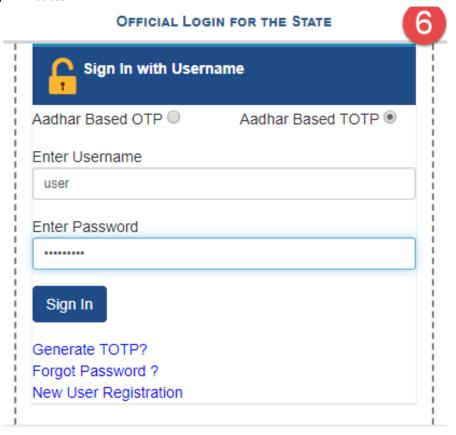
10. Your maximum TOTP limit is 5.



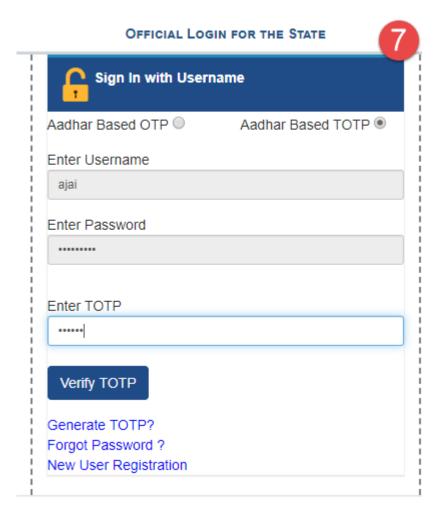
Your maximum TOTP limit is 5. You have exceeded the limit!!



- 11. Select the radio button for **Aadhar based TOTP** Sign In. Enter valid **Username** and **Password**.
- 12. Click on "Sign In" button.



- 13. Enter valid TOTP number and click on verify TOTP button.
- 14. Now, User is at the Role Selection Interface.



Note:

- **★** Your maximum TOTP generation limit is 5 times a day.
- ♣ Validity of a generated TOTP is 12 hours.