

Preparation from States & ULBs before Training – Suggestions

- Web Portal Training being hands on, participants should carry their laptop (in case it is difficult, one laptop / 4 persons is fine)
- Training venue should have good Wi-Fi / internet connectivity as portal will be accessed live by participants
- Participants should have Log In ids for the portal
- Each State has two Users: Verifier & Approver
- Each ULB has two Users: Verifier & Approver
- Participants should have familiarized themselves with the portal

Procedure for Receiving Log in Details for State & ULB Users

A. Password for All Log ins

For each user, on first login there is a Default Password. Portal will mandatorily prompt to change the password on first Log in by the User. To change the Password, OTP will be received on the registered Mobile Number of the User, which is the number shared by the state as part of data submission form submitted to the Ministry.

B. Procedure for Receiving Log in Ids for ULBs

ULBs will receive User Ids from the State Mission by Email and not from Allahabad Bank. Allahabad Bank has created the Logins for ULBs and shared it with the respective State. The state can find these details when it logs in on the portal.

C. Step wise Procedure for Receiving Log in id for State Users

1. The identified Verifier and **Approver** will receive two separate Emails from Allahabad Bank (nulmwebportal@allahababdbank.in), one for Log in ID and another for Default Password
2. Once the Log in id is received, log in on the portal and change the password through OTP received on registered mobile number of the user.
3. In case OTP is not being received due to wrong registered mobile number, call / email on Allahabad Bank help desk **011-41106131** to change the mobile number.
4. After successful log-in on the web portal on the State Home page, Download the document: “**Download SMMU /ULB details**”. This will give the Log ins of ULB Users.
5. Ensure contact details of the ULB Verifier and Approver are correct
6. Check that the Approver at the Log in is only a permanent government official
7. In case any ULB Log in is missing contact Allahabad Bank
8. Send the Login to each ULB as per contact details given

9. In case any ULB Contact details are to be changed, State Approver has been given Admin. rights on the portal to change the email id and mobile number of the ULB.

(Note: Approver can be only a designated permanent government official at the State and ULB Level. If the rights require delegation, this can be done by the Approver only through a speaking order)

Allahabad Bank Help Desk, New Delhi

011-41106131

Operational Hours: 10:00am to 5:30 am on Bank working weekdays.

Portal Link: <https://www.allbankcare.in/alb2/NULM/Login.aspx>.