

Annexure

The NPS Subscribers can now login the CRA system and update their Contact details by going through the following steps:

- a. The Subscriber has to login to the CRA system (www.cra-nsdl.com) with his/her User ID and IPIN.
- b. On successful login, under **Update Details** menu the subscriber is required to click on **Update Contact Details**.
- c. The subscriber is required to click on '**Edit**' for modifying his/her contact details.
- d. The existing details if available in CRA system will be pre-populated. The subscriber will be required to enter new mobile number and e-mail address and click on **Submit**.
- e. Subscriber can also update his /her mobile number and e-mail address in case same was not provided earlier.
- f. The subscriber is required to **Confirm** the changes in the next screen. An Acknowledgement number will be displayed on the screen.
- g. The subscriber shall take note of Acknowledgement number for the changes in contact details.
- h. On successful update, the following message will be shown to the subscriber. '**Details have been updated successfully. Please view changes through Subscriber Details View**'.
- i. SMS as well as an e-mail will be sent to the updated as well as existing mobile/email ID of the subscriber intimating him / her that the details have undergone a change.

-----XXX-----