

# 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:

1. 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.

The screenshot shows the 'OFFICIAL LOGIN FOR THE STATE' page. A red circle with the number '1' is placed over the 'Generate TOTP?' link, which is highlighted with a yellow starburst icon. The page includes a 'Sign In with Username' header, radio buttons for 'Aadhar Based OTP' (selected) and 'Aadhar Based TOTP', input fields for 'Enter Username' and 'Enter Password', a 'Sign In' button, and links for 'Generate TOTP?', 'Forgot Password?', and 'New User Registration'.

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.

The screenshot shows the 'Aadhar Based TOTP' page. A red circle with the number '3' is placed over the 'Generate OTP' button. The page includes a header 'Aadhar Based TOTP', an 'Enter Username' input field with 'user' entered, an 'Enter OTP' input field with six dots, and buttons for 'Verify OTP' and 'Re-Generate OTP'. A link 'Already a registered user - Sign In' is visible at the bottom.

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

- If user wants to Re-generate the OTP, click on "Re-Generate OTP" button.
- System can allow the user to 'Re-generate' the OTP, only one time by clicking on "Re-Generate OTP" button.
- 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

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OK

- Your maximum TOTP limit is 5.

5

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

OK

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

**OFFICIAL LOGIN FOR THE STATE**

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4 Sign In with Username

Aadhar Based OTP       Aadhar Based TOTP

Enter Username

Enter Password

Sign In

[Generate TOTP?](#)  
[Forgot Password ?](#)  
[New User Registration](#)

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

### Sign In with Username

Aadhar Based OTP  Aadhar Based TOTP

Enter Username



Enter Password

Enter TOTP

[Verify TOTP](#)

[Generate TOTP?](#)  
[Forgot Password ?](#)  
[New User Registration](#)

**Note:**

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