iBRIDGE

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Email received by Employee

- Employees will receive an email from 'HCL BGV Support' that includes the link to the portal along with the employee's unique credentials.

- Upon clicking on 'Click here to login ', the employees will be redirected to the iBridge portal.

- The credentials will expire within 5 days of receiving the email. Therefore, the employees are required to complete the application within the given timeframe.

iBridge portal	Click here to login
User ID	USER_xxxx_xxxx
Password	ABC****
Support Details	Help Manual for filling up the form
	List of FAQ

Sample Email Format

Background Verification on behalf of HCL Technologies: A request for information

H HCL.BGVSupport <hcl.bgvsupport@authbridge.co
To garima.tripathi@authbridge.com

↩ Reply ↩ Reply All → Forward •••

Mon 8/17/2020 9:03 PM

Dear Dummy GT,

AuthBridge is conducting your background verification on behalf of HCL Technologies and its subsidiaries; this involves additional checks being initiated for you as per email sent to you by your employer.

Please complete submission within five (5) days of receipt of this email.

Information Submission Process:

iBridge portal	Click here to login
User ID	USER_xxxx_xxxx
Password	BTYVYjyDWN
	ABC*****
Support Details	Help Manual for filling up the form
	List of FAQ

In case you have any questions, please feel free to reach out to us:

AuthBridge Helpdesk:
[Documentation Support, Technical Support for AuthBridge portal]
Email: HCL.BGVSupport@AuthBridge.com
Phone: 0124-4845507, Timing: 9:00 AM to 9:00 PM

HCL HR Helpdesk:
[Policy, Process, Eligibility Criteria]
SSD Path: Group-HR->Process-Deployment - Background Verification->Subprocess-BGV Proactive Customer Compliance-> Application- Smart Verify
MS Teams Hotline: BGVSupport (Search for "BGVSupport" and click on "People" tab on the left panel)

We will be connecting with you in case of any follow-up queries, insufficiencies or additional information required to complete your background verification on time.

Warm Regards,
Team iBridge @ AuthBridge
www.authbridge.com

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Employee Login Screen

Step 1 :
After clicking on the given URL, employee is required to enter the username and password received on the email.

Step 2 :
Click on 'Login'

***Note* :**
Kindly ensure there are no blank spaces in the credentials that might lead to 'Incorrect username/password' error.

Authorization Form

Authorization form

The signed letter of authorization is required to have your consent on conducting the background verification. The privacy policy clearly states that the information provided you will only be used for the purpose of background verification.

Step 1 :

Use the scroll button to scroll down and apply a digital signature on the 'Authorization' form.

Authorization Form

Scroll down to perform the below actions :

1. Select the both the **checkboxes** to provide your consent.

2. Apply a **gesture signature** in the box provided by dragging the mouse in the provided area.

***Note* :**
This is a ***mandatory*** step and you will not be able to continue to the next form without performing both the actions mentioned above.

1. Form	2. Preview	3. Confirmation

Step 3 - Candidate Summary
Please provide candidate's basic information

📄 AUTHORIZATION   🪪 NID   👤 PROFILE   🏠 ADDRESS   🏠 EDUCATION   🏠 EMPLOYMENT

☐ I have read and I provide my consent.
☐ I accept the terms & conditions & Privacy Policy

SIGN HERE

CONTINUE ➤

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Authorization Form

Authorization form

Click on the **'Continue'** button to proceed to next form, after applying your signature.

AUTHORIZATION   NID   PROFILE   ADDRESS   EDUCATION   EMPLOYMENT

☑ I have read and I provide my consent.
☑ I accept the terms & conditions & Privacy Policy

UNDO

CONTINUE ➤

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National Identity Document

Employee is required to submit PAN card as a National Identity Proof document.

Step 1 :
Click on **'Upload Document'** to upload the Front Side of the PAN Card document and enter PAN number.

Step 2 :
In case you do not have a Pan Card, click on the checkbox provided below which says *'Please check here if you do not have a PAN Card'*
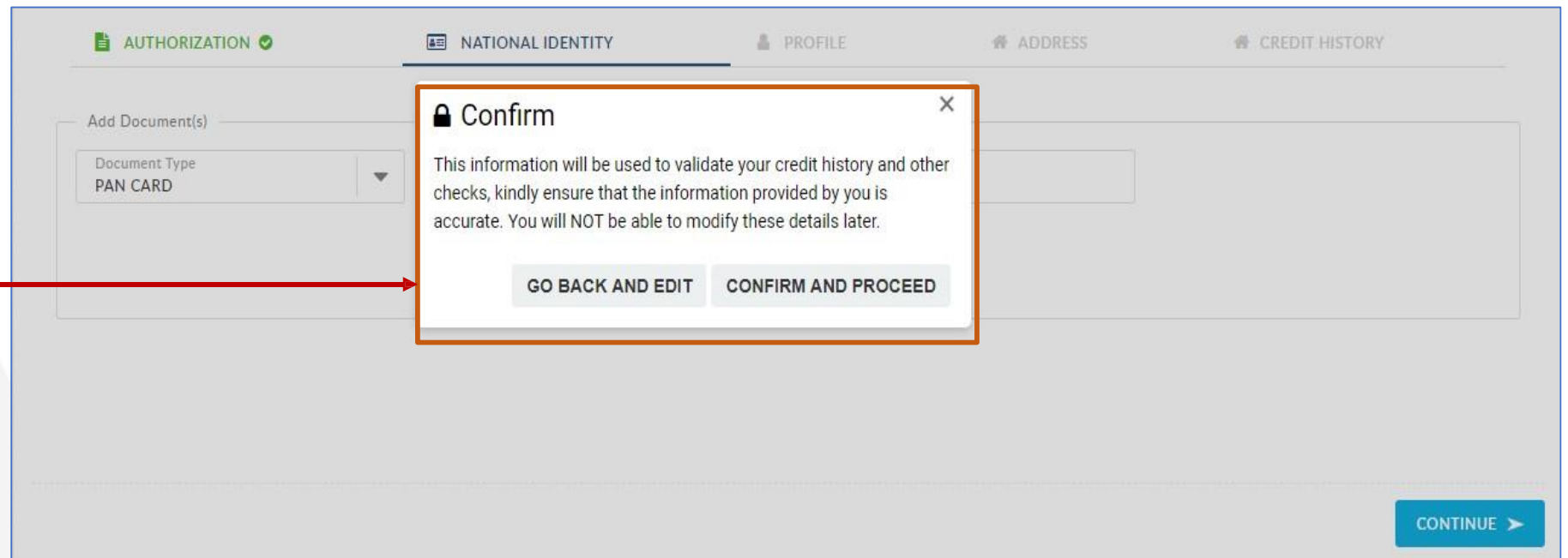
National Identity Document

Upon clicking on 'Continue', a warning pop-up will appear which states that you will not be allowed to modify these details at a later stage.

Step 3 :
Kindly ensure that the entered PAN number and the uploaded document is correct since you will NOT be able to edit the details later.

AUTHORIZATION ✓   NATIONAL IDENTITY   PROFILE   ADDRESS   CREDIT HISTORY

Add Document(s)

Document Type
PAN CARD

🔒 Confirm ✕

This information will be used to validate your credit history and other checks, kindly ensure that the information provided by you is accurate. You will NOT be able to modify these details later.

GO BACK AND EDIT   CONFIRM AND PROCEED

CONTINUE ➤

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National Identity Document

Upon selection of checkbox 'I do not have a PAN Card', you will be required to upload another Identity Proof.

Only select this option if you do not have a PAN card document.

You may upload front and back side of the any of the following documents :

1. *Passport*
2. *Voter ID*
3. *Driving License*

National Identity Document

Click on the **'Continue'** button to proceed to next form, after uploading the required document.

Please Note :

- Please note that you will **NOT** be able to revisit this section of the form. Kindly ensure you are uploading the correct documents.

- Accepted files formats are jpg, png, pdf, and jpeg.

Profile

Profile Form

The profile form is required to capture basic information such as Prefix, Name, Mobile number, Email ID, Date of birth, Gender.

1. Populate all the mandatory information (Prefix, Date of Birth, Mobile number, Gender and Father's name)
2. You may provide an alternate email ID or mobile number, or an Alias name
3. Click on '**Continue**' to proceed to next section of the form.

Note
You will not be able to continue to next form without populating all the mandatory information.

Profile

Upon clicking on 'Continue', a warning pop-up will appear which states that you will not be allowed to modify these details at a later stage.

The details mentioned here will also be used the credit history section of the form. Employees are advised to reverify the entered details.

Address

Step 1 :
Select the number of addresses you have lived at in the past 7 years.
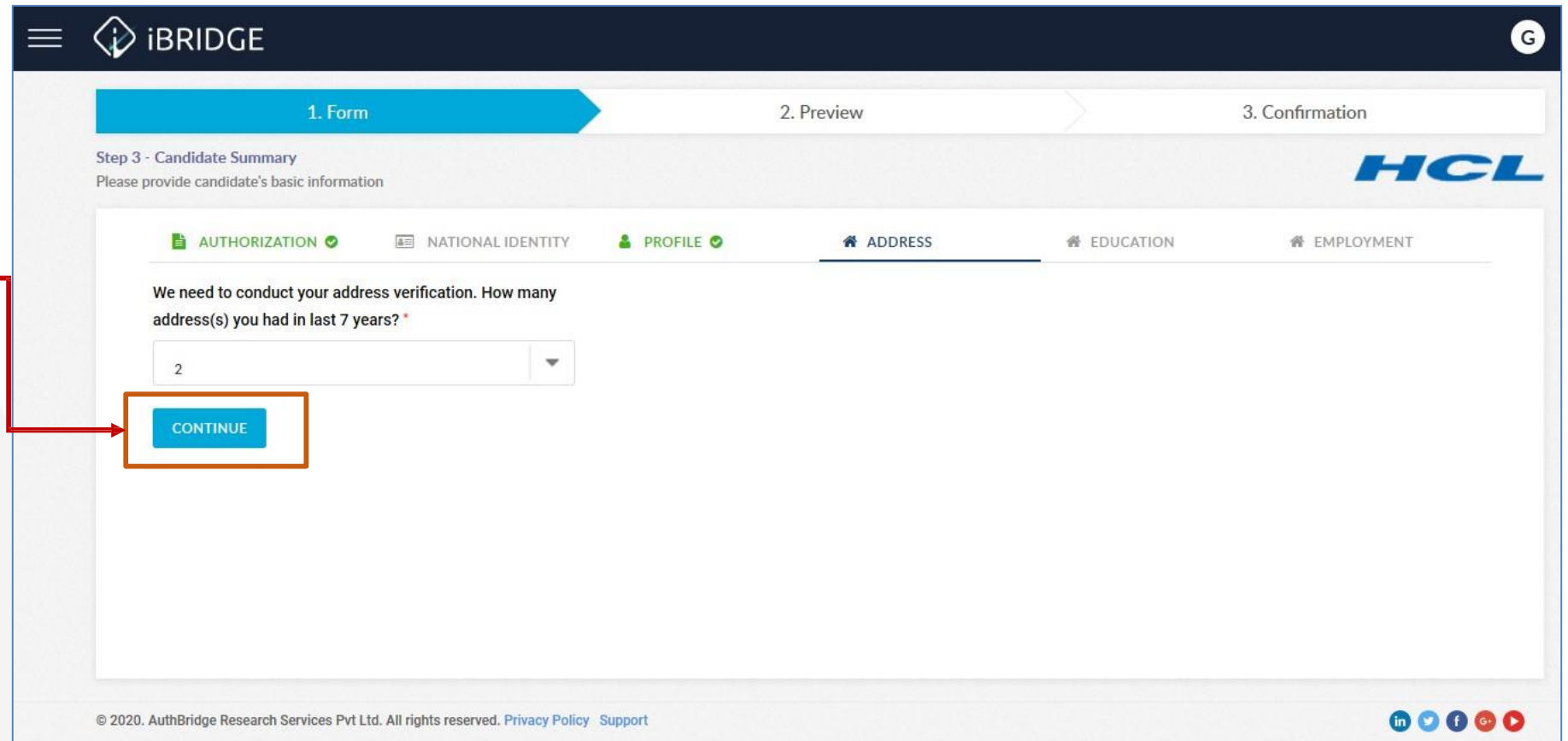
Address

Address Form

Step 2 :
Click on '**Continue**' after selecting the required count.

Note
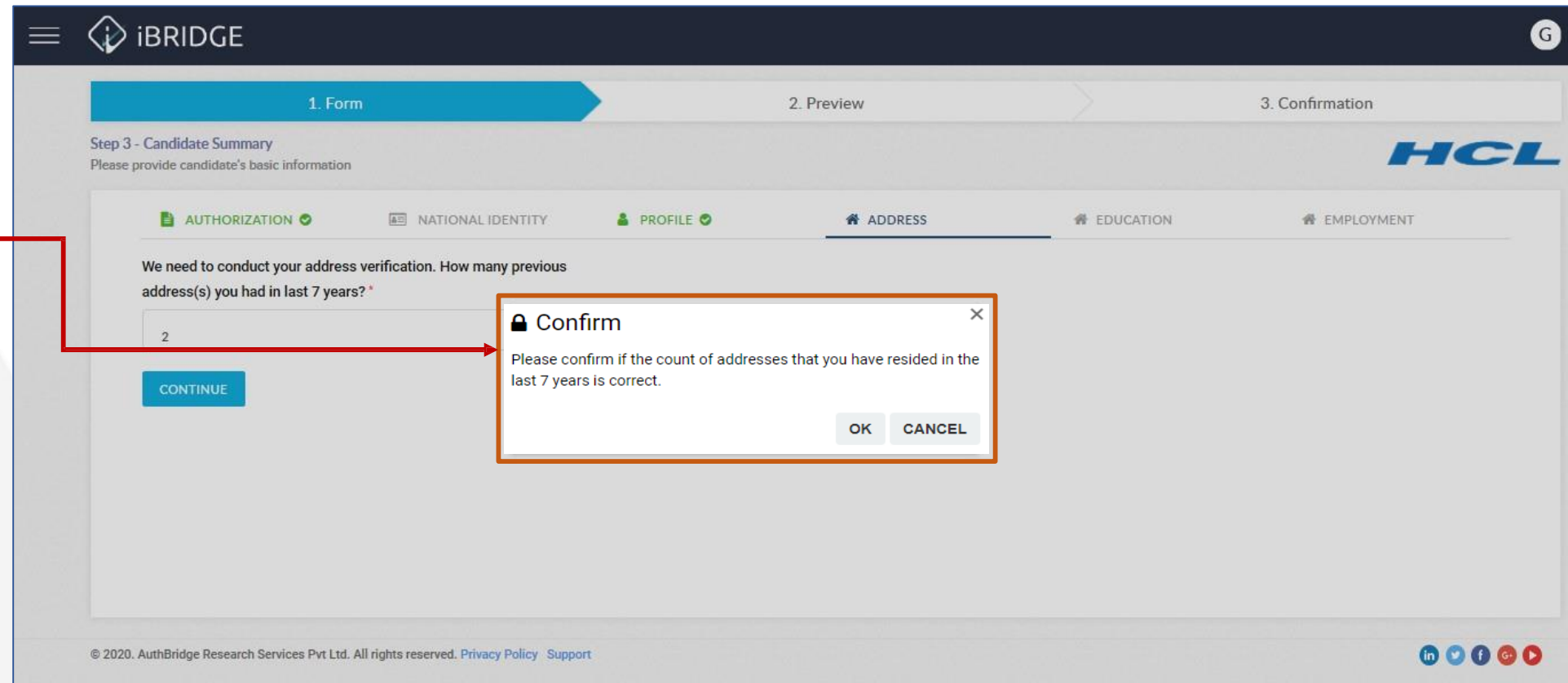Please be careful while selecting the count as you will not be able to update this further.

Address

Step 3 :
A confirmation pop-up will be displayed so that you may verify and update your details if required.

Click on 'OK' to proceed with the Address form.

Address

Address Form

Step 4 :
Provide the required address details and upload the address proof for the given address.

Step 5 :
Scroll down to enter details of all the addresses for the past 7 years and the permanent address as well.

Step 6 :
Click on '**Continue'** to proceed.

| 1. Form | 2. Preview | 3. Confirmation |

Step 3 - Candidate Summary
Please provide candidate's basic information

| 📄 AUTHORIZATION ✓ | 📇 NATIONAL IDENTITY | 👤 PROFILE ✓ | 🏠 ADDRESS | 🏠 CREDIT HISTORY |

Address Details

Address belongs to*
○ Within India   ● Outside India

Flat/House No/Floor/Building*
A-101

Colony/Street/Locality*
Sterling Brookside

Residing From*
01-01-2012

Residing To   ☐ Till Date

Pin Code*
122001

State*
Haryana

City*
Gurgaon

Police Station

— Add Document(s)

CONTINUE ➤

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Address

Address Form

Step 7 :
Provided addresses will be validated and if the tenure is found to be of less than 7 years, the an error message will be shown.

Kindly recheck the tenure if it covers the band of last 7 years.

Address : Gap Identification

Profile Form

Step 8 :

An error message will be shown in case gap has been identified between two addresses.

You need to add another address for the missing tenure, or revise the existing ones.

Statement of Fact : Address

Address Form

After clicking on continue, you will be required to sign the 'Statement of Facts' form.

Step 1 :
Verify all details which are auto-filled in the 'Statement of Fact for Address'

Step 2 :
Sign the document in the provided space

Step 3 :
Click on '**Submit**'

Education (If Applicable)

Education Form

Employees will be required to fill education details **if the section for filling the education details is visible on the candidate form.**

Step 1 :
Enter your **'Highest Education'**

Step 2 :
Scroll down to submit the supporting documents

📄 AUTHORIZATION ✓   🔖 NATIONAL IDENTITY   👤 PROFILE ✓   🏠 ADDRESS ✓   🏠 EDUCATION   🏠 EMPLOYMENT   🏠 CREDIT HISTORY

Education Details (Please enter your highest education)

Qualification/Degree*   Course Name / Qualification*   University/Board*   College/Institute/School*

Location (College/ Institute/ Uni...   Mode of Qualification*   Roll No/ Registration No/Enroll...   Grade / Percentage*

Batch Start Y...   End Year*   Remarks

Add Document(s)

CONTINUE ➤

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Education (If Applicable)

Education Form

Step 3 :
In case you do not have one or any of the related documents, you may click on the checkbox 'I will provide the documents later' to proceed further.

Step 4 :
Click on **'Continue'**

Education – Statement of Fact (If Applicable)

Education Form

After clicking on continue, you will be required to sign the 'Statement of Facts' form.

Step 1 :
Verify all details which are auto-filled in the 'Statement of Fact for Education'

Step 2 :
Sign the document in the provided space

Step 3 :
Click on '**Submit**'

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Employment (If Applicable)

Employment Form

Employees will be required to fill employment details if the section for filling the education details is visible on the candidate form.

Step 1 :
The required tenure for which the employee needs to enter details will be mentioned in the form. The tenure will vary from employee to employee. *You only need to enter your employment details for the tenure which will be mentioned in your form*.

Step 2 :
Scroll down to enter more details and submit the supporting documents

AUTHORIZATION ✓   NATIONAL IDENTITY   PROFILE ✓   ADDRESS ✓   EDUCATION ✓   EMPLOYMENT

Note : Please provide employments for the duration 31 Oct, 2011 and 31 Oct, 2015

Previous Employment Details

Work Status*
○ Employed in a company   ○ Self Employed

Employed in a company*
○ On contract (agency)   ○ On payroll (direct)

Company Name*
This is a required field

Designation*

City / Location*

Contact Number of the Company*

Complete Address of the Compa...

Employment Type*

Nature of Employment*

Department*

CONTINUE ➤

Employment (If Applicable)

Step 3 :
In case you do not have one or any of the related documents, you may click on the checkbox 'I will provide the documents later' to proceed further.

Step 4 :
Click on '**Continue**'

AUTHORIZATION ✓   NATIONAL IDENTITY   PROFILE ✓   ADDRESS ✓   EDUCATION ✓   EMPLOYMENT   CREDIT HISTORY

JPG,PNG,PDF,JPEG formats are preferred

Appointment Letter
☁ Upload Documents

JPG,PNG,PDF,JPEG formats are preferred

Experience Letter
☁ Upload Documents

This is a required field
JPG,PNG,PDF,JPEG formats are preferred

☐ I will provide the document later

CONTINUE ➤

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Employment (If Applicable)

Employment Form

Employees can click on **'Add Employment'** button to add another employment and its details.

Employment (If Applicable)

Employment Form

If the employees have not provided all the employments for the mentioned tenure, the shown error message will be displayed.

The employee can either **'Go Back And Edit'** to add another employment.

In case the employee does not have any employment in the missing period, they can click on **'Confirm and Proceed'** to enter the GAP reason on the subsequent form.

📄 AUTHORIZATION ✓   🔳 NATIONAL IDENTITY   👤 PROFILE ✓   🏠 ADDRESS ✓   🏠 EDUCATION ✓   🏠 EMPLOYMENT   🏠 CREDIT HISTORY

Appointment Letter

🔒 **Tenure Alert!**   ✕

You have not provided the employments for the requested tenure. Please go back and edit to add the employment.

If you do not have an employment for the missing period, please click on 'confirm and proceed' to provide reason for the GAP.

Experience Letter

GO BACK AND EDIT   **CONFIRM AND PROCEED**

☑ I will provide the document later

➕ ADD EMPLOYMENT

CONTINUE ➤

AUTHBRIDGE

Employment (If Applicable)

Employment Form

If the employee has not added any employment for the mentioned tenure, the shown error message will be displayed.

Employment (If Applicable)

Employment Form

If the employee has added multiple employments with the same Date of Joining or Date of leaving, the shown error message will be displayed.

The employee will be required to go back and edit the details of the mentioned employments.

AUTHORIZATION ✓   NATIONAL IDENTITY   PROFILE ✓   ADDRESS ✓   EDUCATION ✓   EMPLOYMENT   CREDIT HISTORY

GENPACT HEADSTRONG SERVICES IN   Analyst

Same Employments!   ×

Period of work in Employments is same. Please revise the tenure in the mentioned employments, or remove the employment using cross button.

GO BACK

+91 ▼ 9999999999

Complete Address of the Company*
Bangalore

Employment
Permanent

Department*
IT

Date of joining*
01-01-2011

Date of leavi
01-02-2015

UAN number
123456

Salary Currency*
India Rupee

Salary (Cycle)
Per Annum

Salary (CTC)

Employee Code

Grade/Band

Reason for leaving*

CONTINUE ➤

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Employment (If Applicable)

Employment Form

If the employee has added multiple employments with the overlapping, the shown error message will be displayed.

The employee will be required to go back and edit the details of the mentioned employments.

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Employment – Statement of Fact (If Applicable)

Employment Form

After clicking on continue, you will be required to sign the 'Statement of Facts' form.

Step 1 :
Verify all details which are auto-filled in the 'Statement of Fact for Employment'

Step 2 :
Enter the GAP reason in case any GAPs have been identified in between the employments.

Step 3 :
Sign the document in the provided space

Step 4 :
Click on **'Submit'**

Credit History Check

An informative note is provided right before the credit history section which mentions the steps involved in credit history section and the bureau generated Credit Information Report (CIR).

It is clearly articulated that AuthBridge only extracts the addresses history from the Credit Bureau Report for the purpose of Address Verification. Post that, the Credit Report is purged from the system automatically and will no longer be available to any individual in AuthBridge or HCL Technologies.

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Credit History Check

Credit Check Form

Step 1 :

Scroll down to provide your consent on the provided information by clicking on the checkbox.

Step 2 :

Click on 'Proceed' to continue with the credit history section

| 1. Form | 2. Preview | 3. Confirmation |

iBRIDGE

Step 3 - Candidate Summary
Please provide candidate's basic information

HCL

AUTHORIZATION ✓   NATIONAL IDENTITY   PROFILE ✓   ADDRESS ✓   CREDIT HISTORY

Step 2 : As per RBI guideline, a copy of your credit report (password protected) will be sent to the E-mail ID provided by you on the credit history page. This report will have a detailed analysis of your credit history.

Note – AuthBridge will ONLY consume the address history details from the credit bureau report for address verification purposes.

Step 3 : AuthBridge would extract the addresses history from the Credit Bureau Report only for the purpose of Address Verification. Post that, the Credit Report will be deleted from the system automatically and will no longer be available to any individual in AuthBridge or HCL Technologies.

Note - Address history extraction process is automated and has no human intervention.

☑ I understand the above process and agree that the generated credit report will only be used to verify my Address History provided in this form.

PROCEED ➤

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Credit History Check

Credit Check Form

Step 3 :

Enter your registered email ID that is associated with your bank instruments.

Step 4 :

Enter your registered mobile number that is associated with your bank and credit cards

Step 3 :

Click on 'Submit'

Credit History Check

6.Enter the 6 digit One-Time Password received on your phone number and your email ID.

Same OTP will be sent on your mobile number and email.

7. Click on the checkbox : "Agree and Continue"

8. Click on Verify OTP.

Credit History Check

9. Click on **'Resend OTP'** to retrigger the One-Time Password received on your phone number and your email ID, in case you did not receive one.

Same OTP will be sent on your mobile number and email.

10. Click on the checkbox: "**Agree and Continue**"

11. Click on **Verify OTP**.

Credit History Check

12.In case the employee has still not received OTP after clicking the 'Resend Button', they can click on the **checkbox** to proceed further.

13. Click on '**Continue**'

Credit History Check

12. Click on **Continue** to proceed further.

Profile Preview

- After successful submission of all the forms and details, you will be able to preview the provided information and uploading documents on this page.

- You may scroll down to view the entire information.

- You may click on the **'Edit'** icon to go to that particular section in case you wish you update any information.

- On clicking on '**Submit**', your form will be submitted for verification and *you will NOT be able to access the portal again.*

CONTACT US

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☎ 0124-4845507