

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	3ABC**
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

 HCLBGVSupport <hcl.bgvsupport@authbridge.co>
To garima.tripathi@authbridge.com [Reply](#) [Reply All](#) [Forward](#) [More](#) 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	BTYVVYjyDWN 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



Employee Login Screen

Login to iBridge portal

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.

iBRIDGE

Welcome! Please login to your account

Username
USER_1113_15962_36929

Password
••••••••

LOGIN

[Need Help?](#)

How does it work?

STEP 01: Login on iBridge

STEP 02: Fill the form per your employer's requirements

STEP 03: Provide your consent for authorisation

STEP 04: Submit the form for verification to Authbridge

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.

1. Form 2. Preview 3. Confirmation

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

AUTHORIZATION NID PROFILE ADDRESS EDUCATION EMPLOYMENT

Please note that AuthBridge will be conducting your employment background verification on behalf of your employer. Given below is the Authorization letter, where you need to sign to authorize for your background verification. You have right to deny and not sign the Authorization letter if you do not want to allow for verification. You are also required to go through our [Privacy Policy](#)

To Whom So Ever It May Concern

I authorize the Employer, AuthBridge and its associated third parties to collect, process, store, use, transfer, maintain my Personal data, Sensitive Personal data (if required for verification) in order to obtain employment verification report in connection to my application for employment

The employment verification report may include information regarding my character, reputation, personal characteristics; National Identity Verification; Education details; Employment history; References from professional and personal associates; Credit history; Court records (including criminal verification) as permitted by law; Health Check-up; Drug Test; Address Verification; and any other check as found relevant for the profile.

I, further understand and agree that the employment verification report may be obtained at any time and any number of times as necessary before, during or post my employment.

I understand that some or all the information I provide will be held as digitized or physical records as per the data retention period contractually agreed between the employer and AuthBridge

CONTINUE >

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in t f G+ y

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 >

National Identity Document

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*'

The screenshot displays the iBRIDGE web application interface. At the top, there is a navigation bar with the iBRIDGE logo and a user profile icon. Below the navigation bar, a progress indicator shows three steps: 1. Form (highlighted in blue), 2. Preview, and 3. Confirmation. The main content area is titled "Step 3 - Candidate Summary" and includes the instruction "Please provide candidate's basic information". The HCL logo is visible in the top right corner. The form is divided into several sections: AUTHORIZATION (with a green checkmark), NATIONAL IDENTITY (the active section), PROFILE, ADDRESS, and CREDIT HISTORY. Under the NATIONAL IDENTITY section, there is a form for adding a document. It includes a dropdown menu for "Document Type" set to "PAN CARD", an "Upload Document (Front Side)" button, and a "Pan Card Number" input field. Below this, there is a checkbox labeled "Please check here if you do not have a PAN Card". At the bottom of the form, there are "BACK" and "CONTINUE" buttons. The footer contains copyright information for AuthBridge Research Services Pvt Ltd. and social media icons.

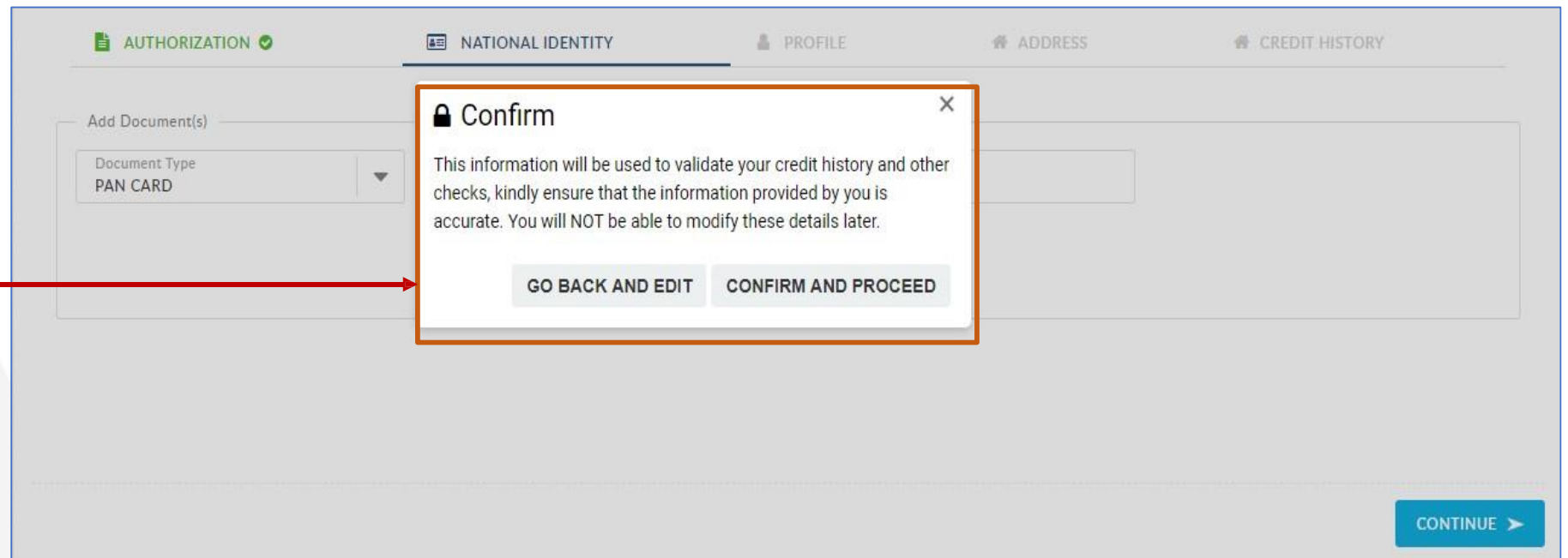
National Identity Document

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.



The screenshot displays a web interface for 'NATIONAL IDENTITY'. At the top, there are navigation tabs: AUTHORIZATION (with a green checkmark), NATIONAL IDENTITY (active), PROFILE, ADDRESS, and CREDIT HISTORY. Below the tabs, there is a section titled 'Add Document(s)'. A dropdown menu labeled 'Document Type' is set to 'PAN CARD'. A red arrow points from the text on the left to the 'CONFIRM AND PROCEED' button in the pop-up dialog.

Confirm [X]

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 >

National Identity Document

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*

The screenshot shows a web interface for uploading a National Identity document. At the top, there are navigation tabs: AUTHORIZATION (with a green checkmark), NATIONAL IDENTITY (active), PROFILE, ADDRESS, EDUCATION, and EMPLOYMENT. Below the tabs, there is a section titled 'Add Document(s)'. A dropdown menu is open, showing options: --Select--, VOTER ID, DRIVING LICENSE, and PASSPORT. Below the dropdown, there is a checkbox labeled 'Please Check here if you do not have a PAN Card'. To the right of the dropdown, there are two buttons: 'Upload Document (Front Side)' and 'Upload Document (Back Side)'. At the bottom left, there is a '< BACK' button, and at the bottom right, there is a 'CONTINUE >' button. A red arrow points from the text 'Upon selection of checkbox 'I do not have a PAN Card'' to the checkbox in the screenshot.

National Identity Document

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.

The screenshot shows the iBRIDGE web application interface. At the top, there is a navigation bar with the iBRIDGE logo and a user profile icon. Below the navigation bar, a progress indicator shows three steps: '1. Form' (highlighted in blue), '2. Preview', and '3. Confirmation'. The main content area is titled 'Step 3 - Candidate Summary' and includes the instruction 'Please provide candidate's basic information'. The HCL logo is visible in the top right corner. A horizontal menu contains several categories: 'AUTHORIZATION' (with a green checkmark), 'NATIONAL IDENTITY' (underlined), 'PROFILE', 'ADDRESS', 'EDUCATION', and 'EMPLOYMENT'. Below this menu, there is a section for adding documents. It features a dropdown menu for 'Document Type' set to 'PASSPORT', and two 'Upload Document' buttons: 'Upload Document (Front Side)' and 'Upload Document (Back Side)'. Two document thumbnails are shown: '16094_1596194013.jpg' and '94675_1596194028.jpg', each with a trash icon. Below the document upload area, there is a checkbox labeled 'Please check here if you do not have a PAN Card'. At the bottom of the form, there are two buttons: a blue 'BACK' button and a blue 'CONTINUE' button with a right-pointing arrow. The 'CONTINUE' button is highlighted with a red box. At the very bottom of the page, there is a footer with copyright information: '© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support' and social media icons for LinkedIn, Twitter, Facebook, and YouTube.

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.

The screenshot displays the iBRIDGE web application interface. At the top, there is a navigation bar with the iBRIDGE logo and a user profile icon. Below this is a progress indicator with three steps: '1. Form' (highlighted in blue), '2. Preview', and '3. Confirmation'. The main content area is titled 'Step 3 - Candidate Summary' and includes the instruction 'Please provide candidate's basic information'. The HCL logo is visible in the top right corner. A horizontal menu below the instruction contains five tabs: 'AUTHORIZATION' (with a green checkmark), 'NATIONAL IDENTITY', 'PROFILE' (selected), 'ADDRESS', and 'CREDIT HISTORY'. The 'Candidate Information' section contains several input fields: 'Prefix' (dropdown), 'Candidate Name' (Garima Middle Tripathi), 'Alias Name', 'Email ID' (garima.tripathi@authbridge.com), 'Alternate Email ID (Optional)', 'Date of Birth (DOB)' (calendar icon), 'Mobile Number' (+91 9999999999), 'Alternate Mobile Number (Optional)', 'Gender' (radio buttons for Male, Female, Transgender), and 'Father's Name'. A red box highlights the 'CONTINUE' button at the bottom right, with a red arrow pointing from the third step of the list above to it. The footer contains copyright information for AuthBridge Research Services Pvt Ltd. and social media icons.

Profile

Profile Form

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.

The screenshot displays the iBRIDGE web application interface. At the top, the iBRIDGE logo and a user profile icon 'G' are visible. A progress bar shows three steps: '1. Form' (active), '2. Preview', and '3. Confirmation'. Below the progress bar, the text reads 'Step 3 - Candidate Summary' and 'Please provide candidate's basic information'. The HCL logo is in the top right corner. The main content area is divided into sections: 'AUTHORIZATION' (with a green checkmark), 'NATIONAL IDENTITY', 'PROFILE' (selected), 'ADDRESS', and 'CREDIT HISTORY'. Under 'Candidate Information', there are fields for 'Prefix' (Mrs), 'Alternate Email ID (Optional)', 'Gender' (Female selected), and 'Father's Name' (Test). A 'Confirm' pop-up window is centered, containing the text: '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.' The pop-up has two buttons: 'GO BACK AND EDIT' and 'CONFIRM AND PROCEED'. At the bottom right of the form, a 'CONTINUE' button with a right-pointing arrow is highlighted with an orange box. A red line originates from the text 'reverify the entered details' and points to this 'CONTINUE' button. The footer contains the copyright notice '© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support' and social media icons for LinkedIn, Twitter, Facebook, and YouTube.

Address

Address Form

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

iBRIDGE

1. Form 2. Preview 3. Confirmation

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

HCL

AUTHORIZATION NATIONAL IDENTITY PROFILE ADDRESS EDUCATION EMPLOYMENT

We need to conduct your address verification. How many address(s) you had in last 7 years? *

Select

CONTINUE

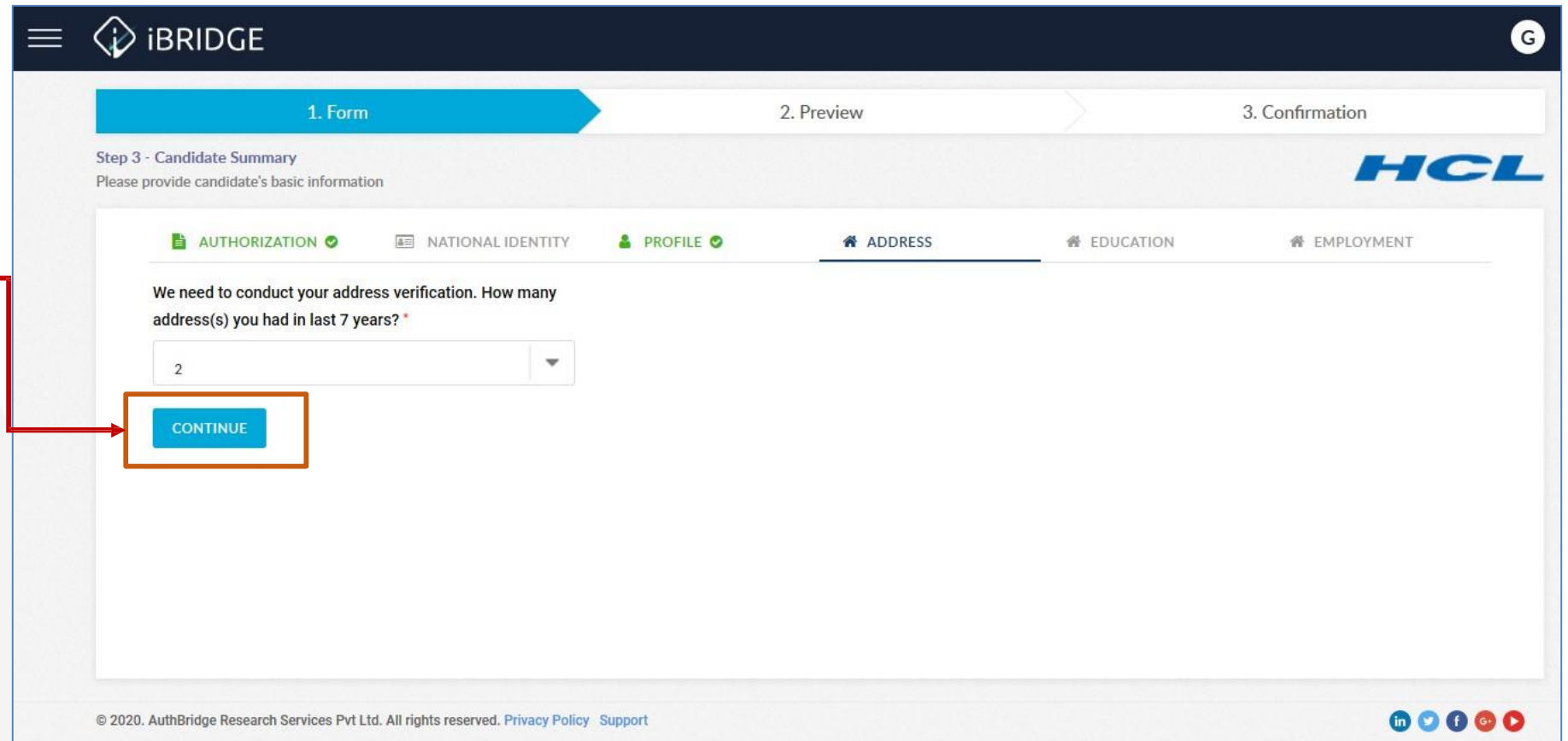
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Address

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.



The screenshot displays the iBRIDGE web application interface. At the top, the iBRIDGE logo and a user profile icon 'G' are visible. Below the header, a progress bar shows three steps: '1. Form' (active), '2. Preview', and '3. Confirmation'. The main content area is titled 'Step 3 - Candidate Summary' with the instruction 'Please provide candidate's basic information'. The HCL logo is positioned in the top right corner. A horizontal menu contains several categories: 'AUTHORIZATION' (with a green checkmark), 'NATIONAL IDENTITY', 'PROFILE' (with a green checkmark), 'ADDRESS' (underlined), 'EDUCATION', and 'EMPLOYMENT'. The 'ADDRESS' section contains a text prompt: 'We need to conduct your address verification. How many address(s) you had in last 7 years? *'. Below this is a dropdown menu with the number '2' selected. A blue 'CONTINUE' button is located below the dropdown and is highlighted with an orange border. A red line with arrows points from the 'CONTINUE' button in the screenshot to the 'Step 2' text on the left. At the bottom of the page, there is a copyright notice: '© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support' and social media icons for LinkedIn, Twitter, Facebook, Google+, and YouTube.

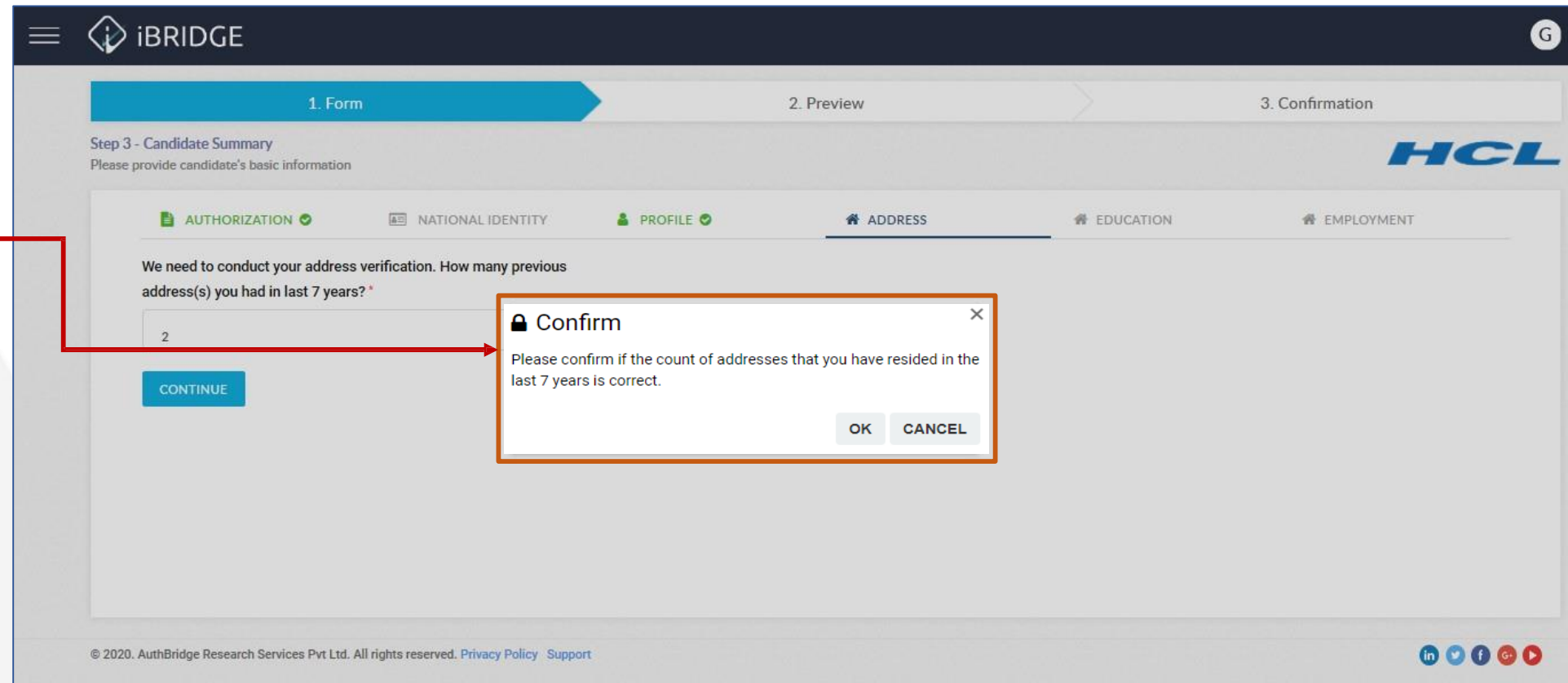
Address

Address Form

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.



The screenshot displays the iBRIDGE web application interface. At the top, the iBRIDGE logo and a user profile icon 'G' are visible. A progress bar shows three steps: '1. Form' (active), '2. Preview', and '3. Confirmation'. Below the progress bar, the text reads 'Step 3 - Candidate Summary' and 'Please provide candidate's basic information'. The HCL logo is in the top right corner. A navigation menu includes 'AUTHORIZATION' (checked), 'NATIONAL IDENTITY', 'PROFILE' (checked), 'ADDRESS' (active), 'EDUCATION', and 'EMPLOYMENT'. The main form area contains the question: 'We need to conduct your address verification. How many previous address(s) you had in last 7 years? *'. A text input field contains the number '2', and a blue 'CONTINUE' button is below it. A confirmation pop-up window is overlaid on the form, titled 'Confirm' with a close button 'X'. The pop-up text says: 'Please confirm if the count of addresses that you have resided in the last 7 years is correct.' and has 'OK' and 'CANCEL' buttons. A red arrow points from the text in the left sidebar to the 'OK' button in the pop-up. At the bottom of the page, there is a copyright notice: '© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support' and social media icons for LinkedIn, Twitter, Facebook, Google+, and YouTube.

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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in

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.

The screenshot shows the iBRIDGE web application interface. At the top, there is a navigation bar with the iBRIDGE logo and a search bar. Below the navigation bar, there is a progress indicator showing five steps: 1. Mode, 2. Package, 3. Form (highlighted), 4. Preview, and 5. Confirmation. The main content area is titled "Step 3 - Candidate Summary" and "Please provide candidate's basic information". The HCL logo is visible in the top right corner. The form is divided into sections: AUTHORIZATION, NATIONAL IDENTITY, PROFILE (with a green checkmark), and ADDRESS (highlighted with a blue underline). The ADDRESS section contains several input fields: "Flat/House No/Floor/Building*" with the value "B-701", "Colony/Street*" with the value "Knightsbridge", "Pin Code*" with the value "122001", "State*" with the value "Haryana", and "Police Station". There is also a "Till Date" checkbox which is checked. A modal dialog box is overlaid on the form, containing the text "Please provide all the addresses in the last 7 years!" and an "OK" button. A red arrow points from the left side of the form to the modal dialog box. At the bottom of the form, there is a section for "Add Document(s)" with a sub-section for "Address Proof". It includes an "Upload Documents" button and a file upload area showing a file named "32214_7605_1596813037.p...". Below the upload area, it states "JPG,PNG,PDF,JPEG formats are preferred". A "CONTINUE" button is located at the bottom right of the form. The footer of the page contains the copyright information: "© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support" and social media icons for LinkedIn, Twitter, Facebook, and YouTube.

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.

The screenshot displays the iBRIDGE application interface during the 'Step 3 - Candidate Summary' phase. The progress bar at the top indicates the current step is '3. Form', with previous steps '1. Mode' and '2. Package' completed, and '4. Preview' and '5. Confirmation' remaining. The main content area is titled 'Step 3 - Candidate Summary' and includes the instruction 'Please provide candidate's basic information'. The 'ADDRESS' tab is active, showing 'Address Details 2' with fields for 'Flat/House No/Floor/Building*' (B-701), 'Colony/Street' (Knightsbridge), 'Pin Code*' (122001), and 'State*' (Haryana). An error message box is overlaid on the form, stating: 'Gap has been identified in the addresses provided by you. Please add another address where you have resided in the last 7 years, or revise tenure of the mentioned addresses.' The message box includes an 'OK' button. Other visible elements include a search bar, a user profile icon, a sidebar with navigation icons, and a 'CONTINUE' button at the bottom right. The footer contains copyright information for AuthBridge Research Services Pvt Ltd. and social media icons.

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**'

www.hcltech.com HCL

Date: 31/07/2020

Statement of Fact - Address

I Garima Tripathi born on 15/03/1996 hereby declare that during the periods outlined below I was engaged in the activities stated:

Date From (MM/YY)	Date To (MM/YY)	Activity/Address detail
07/2020	Present	A-501, Sterling Brookside, Gurgaon, Haryana, 122001
07/2020	07/2020	A-83, KnightsBridge Apartments, Bengaluru, Karnataka , 560067
03/2020	07/2020	A-703, Sterling Shalom, Bengaluru, Karnataka , 560037
01/2019	Present	A-501, Sterling Brookside Apartments, Bengaluru, Karnataka , 560034
02/2012	06/2015	B-52, Janakpuri Residency, New Delhi, Delhi, 110011
06/2000	12/2018	Tower-11 Flat-1401, Le Favella Suits, Gurgaon, Haryana, 122001
03/1997	01/2000	1154, 7th Street, Aashiyana Colony, Lucknow, Uttar Pradesh, 226017

I hereby declare that during these periods I was not involved in any illegal activities (not including minor motoring offences) or any activities which would preclude HCL < ENTITY NAME > from engaging me in service.

I acknowledge and understand that any engagement with [client name] is conditional upon the information I have given in this declaration being accurate and true and that HCL < Entity Name > will rely upon the information I have given in this declaration in engaging me in service. Furthermore I understand and agree that this declaration does not supersede any other declaration made by me in relation to my application with HCL < Entity >, including that made on my application form.

I hereby confirm that the information contained in this declaration is true and complete to the best of my knowledge.

SIGN HERE

Drag and hover the mouse over the box above to apply a digital signature

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 >

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'

The screenshot shows the 'EDUCATION' tab selected in a navigation bar. Below the navigation bar, there are three document upload sections:

- Degree**: Includes a text input field, the text "JPG,PNG,PDF,JPEG formats are preferred", and an "Upload Documents" button.
- All Semester Marksheet**: Includes a text input field, the text "JPG,PNG,PDF,JPEG formats are preferred", and an "Upload Documents" button.

At the bottom left of the form area, there is a checkbox labeled "I will provide the document later". A red arrow points from the text in Step 3 to this checkbox. A blue box highlights the checkbox.

At the bottom right of the form area, there is a blue "CONTINUE" button with a right-pointing arrow. A red arrow points from the text in Step 4 to this button. A blue box highlights the button.

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**'

www.hcltech.com **HCL**

Date: 02/09/2020

Statement of Fact for Education

I Dummy GT born on 15/03/1990 hereby declare my highest education below: I solemnly state that details & documents provided are true and correct to the best of my knowledge.

Highest Education Detail

S.No.	From (MM/YY)	To (MM/YY)	College/University	Course Name
1	01/2020	09/2020	Amity University, Raipur, Raipur	Bachelor of Arts in Defense Studies

SIGN HERE

Drag and hover the mouse over the box above to apply a digital signature

SUBMIT

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

The screenshot shows a web form titled 'EMPLOYMENT' with a navigation bar at the top containing 'AUTHORIZATION', 'NATIONAL IDENTITY', 'PROFILE', 'ADDRESS', 'EDUCATION', and 'EMPLOYMENT'. A note at the top states: 'Note : Please provide employments for the duration 31 Oct, 2011 and 31 Oct, 2015'. Below this is the 'Previous Employment Details' section. The form includes several input fields: 'Work Status' (radio buttons for 'Employed in a company' and 'Self Employed'), 'Employed in a company' (radio buttons for 'On contract (agency)' and 'On payroll (direct)'), 'Company Name' (with a red border and error message 'This is a required field'), 'Designation', 'City / Location', 'Contact Number of the Company', 'Complete Address of the Compa...', 'Employment Type', 'Nature of Employment', and 'Department'. A blue 'CONTINUE' button is located at the bottom right. A red box highlights the 'Company Name' field and its error message. A red arrow points from the bottom of the page up to a vertical scrollbar on the right side of the form, indicating the need to scroll down.

Employment (If Applicable)

Address 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**'

The screenshot shows a web form titled "Employment (If Applicable)". At the top, there is a navigation bar with tabs: AUTHORIZATION, NATIONAL IDENTITY, PROFILE, ADDRESS, EDUCATION, EMPLOYMENT (selected), and CREDIT HISTORY. The main content area contains three document upload sections:

- Appointment Letter:** Includes a note "JPG,PNG,PDF,JPEG formats are preferred" and an "Upload Documents" button.
- Experience Letter:** Includes a note "JPG,PNG,PDF,JPEG formats are preferred" and an "Upload Documents" button.
- Third Section:** Includes a note "This is a required field" and "JPG,PNG,PDF,JPEG formats are preferred".

At the bottom left of the form, there is a checkbox labeled "I will provide the document later", which is highlighted with an orange box. A red arrow points from the text in Step 3 to this checkbox. At the bottom right, there is a blue "CONTINUE" button with a right-pointing arrow, also highlighted with an orange box. A red arrow points from the text in Step 4 to this button.

Employment (If Applicable)

Employment Form

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

The screenshot shows a user interface for the 'EMPLOYMENT' section. At the top, there is a navigation bar with tabs for AUTHORIZATION, NATIONAL IDENTITY, PROFILE, ADDRESS, EDUCATION, EMPLOYMENT (selected), and CREDIT HISTORY. Below the navigation bar, there is a form area for 'Experience Letter'. It includes a dashed box for document upload with the text 'JPG,PNG,PDF,JPEG formats are preferred' and an 'Upload Documents' button. Below this, there is a checkbox labeled 'I will provide the document later'. At the bottom right of the form area, there is a blue button labeled '+ ADD EMPLOYMENT'. A red arrow points from the text box on the left to this button. At the bottom right of the entire page, there is a blue button labeled 'CONTINUE >'. The AuthBridge logo is visible in the bottom right corner.

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.

The screenshot displays the AuthBridge user interface for the Employment section. The navigation bar at the top includes: AUTHORIZATION, NATIONAL IDENTITY, PROFILE, ADDRESS, EDUCATION, EMPLOYMENT (active), and CREDIT HISTORY. The main content area shows a form with sections for Appointment Letter and Experience Letter. A modal dialog box titled "Tenure Alert!" is overlaid on the form, containing the following text: "You have not provided the employments for the requested tenure. Please go back and edit to add the employment." and "If you do not have an employment for the missing period, please click on 'confirm and proceed' to provide reason for the GAP." Below the text are two buttons: "GO BACK AND EDIT" and "CONFIRM AND PROCEED". At the bottom of the form, there is a checkbox labeled "I will provide the document later" which is checked, and a blue button labeled "+ ADD EMPLOYMENT". A "CONTINUE" button with a right-pointing arrow is located at the bottom right of the form.

Employment (If Applicable)

Employment Form

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

The screenshot shows a web application interface for the 'EMPLOYMENT' section. The navigation bar includes: AUTHORIZATION, NATIONAL IDENTITY, PROFILE, ADDRESS, EDUCATION, EMPLOYMENT (active), and CREDIT HISTORY. The form contains the following fields:

- Company Name*: GENPACT HEADSTRONG SERVICES INI
- Designation*: Analyst
- Complete Address of the Company*: Bangalore
- Employment*: Permanent
- Date of joining*: 01-02-2018
- Date of leaving*: 02-09-2020
- Salary Currency*: India Rupee
- Salary (Cycle)*: Per Annum
- Salary (CTC):
- Contact Number of the Company*: +91 9999999999
- Department*: IT
- UAN number: 123456

An alert message is displayed in the center: "Alert! You have not provided the employments for the requested tenure. Please go back and edit." with a "GO BACK" button.

A "CONTINUE" button is located at the bottom right of the form.

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.

The screenshot displays the 'EMPLOYMENT' section of a user profile form. The form includes fields for company name, address, joining/leaving dates, salary details, and employee code. A modal dialog box titled 'Same Employments!' is overlaid on the form, indicating a conflict in the work period. The dialog contains the text: 'Period of work in Employments is same. Please revise the tenure in the mentioned employments, or remove the employment using cross button.' and a 'GO BACK' button. The background form shows the following details:

- Company: GENPACT HEADSTRONG SERVICES INI
- Analyst
- Employment: Permanent
- Date of joining: 01-01-2011
- Date of leaving: 01-02-2015
- Salary Currency: India Rupee
- Salary (Cycle): Per Annum
- Salary (CTC)
- Employee Code
- Grade/Band
- Reason for leaving
- Phone: +91 9999999999
- Department: IT
- UAN number: 123456

A 'CONTINUE' button is visible at the bottom right of the form.

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.

The screenshot displays the 'EMPLOYMENT' section of a user profile form. The form includes fields for location (Gurgaon), contract type (Permanent), date of joining (30-12-2012), date of leaving (01-02-2015), salary currency (India Rupee), salary cycle (Per Annum), employee code (000), and grade/band. A modal dialog box titled 'Overlapping Employments!' is overlaid on the form, containing the message: 'We have identified overlap in the duration of work between the employments entered. Please verify your details and ensure there is no overlap in the duration of work for the mentioned employments.' A 'GO BACK' button is located at the bottom of the modal. The form also features a 'CONTINUE >' button at the bottom right.

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**'

Date: 02/09/2020

Statement of Fact For Employment

I Dummy GT born on 15/03/1990 hereby declare my previous employment(s) for the periods outlined below; I solemnly state that details & documents provided are true and correct to the best of my knowledge.

Employment Summary

S.No.	Employer Name	From (MM/YY)	To (MM/YY)	UAN (Given/Not Given)
1	Capgemini	01/2013	02/2015	Not Given
2	GENPACT HEADSTRONG SERVICES INDIA PRIVATE LIMITED, Noida	01/2011	01/2013	Given

SIGN HERE

Drag and hover the mouse over the box above to apply a digital signature

SUBMIT

Credit History Check

Credit Check Form

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

iBRIDGE

1. Form | 2. Preview | 3. Confirmation

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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in | | | | |

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'

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Credit History Check

Credit Check Form

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.

The screenshot shows the iBRIDGE web interface. A modal window titled "OTP AUTHENTICATION" is overlaid on the main form. The modal contains the following text: "The One Time Password is sent to Mobile Number 95919***** and gar*****@authbridge.com. Please enter the one time password." Below this text is a six-digit input field with individual boxes for each digit, highlighted with a red box. Below the input field is a "Resend OTP in 00:38 seconds" timer. Below the timer is a checkbox labeled "Agree and Continue", also highlighted with a red box. Below the checkbox is a paragraph of consent text: "You hereby consent to AUTHBRIDGE being appointed as your authorized representative to receive your Credit Information from Experian for the purpose of background verification. By executing this agreement/consent form, you are expressly agreeing to access the Experian Credit Information Report and credit score, aggregate scores, inferences, references and details (as defined below) (together referred as 'credit information'). You hereby also irrevocably and unconditionally consent to such credit information being provided by Experian to you and AUTHBRIDGE by using experian tools, algorithms and devices and you hereby agree, acknowledge and accept the TERMS & CONDITIONS set forth herein [Terms and conditions](#)." Below the consent text is a blue button labeled "VERIFY OTP", highlighted with a red box. The background form shows "Step 3 - Candidate Summary" with fields for Candidate Name (Dummy, Middle, GT), Gender (Male, Female, Transgender), and Address (A-501, Sterling Brookside). At the bottom of the page, there is a "SUBMIT & VERIFY" button and a "CONTINUE" button. The footer contains copyright information: "© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support" and social media icons.

Credit History Check

Credit Check Form

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**.

The screenshot shows the iBRIDGE web application interface. A modal window titled "OTP AUTHENTICATION" is overlaid on the main form. The modal contains the following text: "The One Time Password is sent to Mobile Number 95919***** and gar*****@authbridge.com. Please enter the one time password." Below this text are six empty input boxes for the OTP. A "Resend OTP" button is located below the input boxes. Below the "Resend OTP" button is a checkbox labeled "Agree and Continue". Below the checkbox is a consent text: "You hereby consent to AUTHBRIDGE being appointed as your authorized representative to receive your Credit Information from Experian for the purpose of background verification. By executing this agreement/consent form, you are expressly agreeing to access the Experian Credit Information Report and credit score, aggregate scores, inferences, references and details (as defined below) (together referred as 'credit information'). You hereby also irrevocably and unconditionally consent to such credit information being provided by Experian to you and AUTHBRIDGE by using experian tools, algorithms and devices and you hereby agree, acknowledge and accept the TERMS & CONDITIONS set forth herein. [Terms and conditions.](#)" Below the consent text is a blue "VERIFY OTP" button. The background form shows "Step 3 - Candidate Summary" with fields for "Candidate Name" (Dumny Middle GT), "Gender" (Male, Female, Transgender), and "Address" (A-01, Sterling Brookside). The HCL logo is visible in the top right corner. The footer contains "© 2020 AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support" and social media icons.

Credit History Check

Credit Check Form

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**'

OTP AUTHENTICATION

The One Time Password has been resent to Mobile Number 95919****. Please enter the one time password.

Enter OTP here..

Resend OTP

I have not received an OTP on my mobile number, I want to proceed to the next step.

Agree and Continue

You hereby consent to AUTHBRIDGE being appointed as your authorized representative to receive your Credit Information from Experian for the purpose of background verification. By executing this agreement/consent form, you are expressly agreeing to access the Experian Credit Information Report and credit score, aggregate scores, inferences, references and details (as defined below) (together referred as 'credit information'). You hereby also irrevocably and unconditionally consent to such credit information being provided by Experian to you and AUTHBRIDGE by using experian tools, algorithms and devices and you hereby agree, acknowledge and accept the TERMS & CONDITIONS set forth herein [Terms and conditions](#).

CONTINUE > VERIFY OTP

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Credit History Check

Credit Check Form

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

The screenshot displays the iBRIDGE web application interface. At the top, there is a navigation bar with the iBRIDGE logo, a search bar, and a user profile icon. Below the navigation bar, a progress indicator shows five steps: 1. Mode, 2. Package, 3. Form (highlighted in blue), 4. Preview, and 5. Confirmation. The main content area is titled 'Step 3 - Candidate Summary' and includes the instruction 'Please provide candidate's basic information'. The form is divided into four sections: AUTHORIZATION, NATIONAL IDENTITY, PROFILE (with a green checkmark), and CREDIT HISTORY. The 'Verify Details' section contains the following fields:

Candidate Name Dummy Middle GT	Email ID garima.tripathi@authbridge.com	Date of Birth (DOB) 15-03-1996	Mobile Number +91 9591999361
Gender <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Transgender	Pan Number BAMPC1111A	Voter ID Number	Passport Number
Address A-501 Sterling Brookside	Pin Code 560037	City Bengaluru	State Karnataka

At the bottom right of the form, there are two buttons: 'SUBMIT & VERIFY' (disabled) and 'CONTINUE' (active, highlighted with a red box and an arrow). The footer contains the copyright notice: '© 2020. AuthBridge Research Services Pvt Ltd. All rights reserved. Privacy Policy Support' and social media icons for LinkedIn, Twitter, Facebook, and YouTube.

Profile Preview

Preview Page

- 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.**

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CONTACT US



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