



**MAHARASHTRA STATE ELECTRICITY BOARD'S  
CONTRIBUTORY PROVIDENT FUND TRUST.**

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: [www.mahadiscom.in](http://www.mahadiscom.in)

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**DEPARTMENTAL CIRCULAR NO- 194**

**Sub: - Steps for registration at MSEB CPF Portal.**

The MSEB CPF Trust with the help of I.T. Department of MSEDCL has developed "MSEB CPF Portal" for all employees of M.S.E.B.H.C.L., M.S.E.D.C.L., M.S.E.T.C.L., and M.S.P.G.C.L. The portal has following facility for all employees of respective four companies and special access to Accounts and HR Department employees whose work is related to submission of CPF information.

**1) Facility for all employees**

- This portal help employees to view their current year CPF Balance (provisional) and past year CPF Balances.
- View current CPF Loan Status and history of past loans.
- Employees can view CPF related circulars, instructions etc. as and when uploaded.

**2) Facility for Account and HR Employees**

- Accounts department employees of all accounting locations of all companies have provision for online submission of "CPF Regular S& R Form". (MSEB CPF Trust will issue separate circular in this regards).
- HR Department Employees have provision for uploading online "Monthly CPF Schedule". (MSEB CPF Trust will issue separate circular in this regards).

Hence, it is compulsory for Accounts and HR employees to register on the CPF portal whose work is relating to CPF related data submission. For getting additional facility to Accounts and HR employees as mentioned above, the employees are required to provide the "CPF Special Access Form". (MSEB CPF Trust will issue separate circulars in this regards).

Employees can register by selecting the link 'MSEB CPF Portal' in [www.mahadiscom.in](http://www.mahadiscom.in) website by providing their CPF Number, Name, Date of Birth, valid E-mail ID and Mobile Number. Following are the steps for registration at MSEB CPF Portal.

- 1) Before registering at CPF portal employee should have valid E-mail ID for getting registration passwords.

- 2) Log on to [www.mahadiscom.in](http://www.mahadiscom.in) -> EMPLOYEE PORTAL -> MSEB CPF Portal.
- 3) Click on "New User Register Here".
- 4) Thereafter "User Self Registration" screen will be open.
- 5) Enter the CPF Number (without leading zeros).
- 6) Enter First Name, Middle Name, Last Name in respective column (only alphabet).
- 7) Select name of your company from drop down menu.
- 8) Select your Date of Birth (first select year, then select month and date).
- 9) Enter the valid E-mail ID and re-enter E-mail ID for confirmation.
- 10) Enter the 10 digits mobile number and re-enter mobile number for confirmation.
- 11) After filling up requisite information employee has to click on "Register" button for getting password on E-mail ID as provided in registration.
- 12) Check the password received on your E-mail ID and note down it.
- 13) Open the CPF Portal again.
- 14) In login screen select your company which was selected at the time of registration.
- 15) Enter CPF Number and Password received on your E-mail ID. Enter password exactly as received. Capital or small letters should be entered correctly.
- 16) And finally click on "Login" button.
- 17) Employee can change their E-mail ID, mobile number and password at any time in "My Profile" option.
- 18) If employee forgets password, they can reset password by clicking on "Reset Password" button. New password will be sent to register E-mail ID.

All employees of four companies are requested to register at MSEB CPF Portal and take advantage of facility. Also it is requested to employees, to provide suggestion for any improvement to this portal to be implemented in future.



Secretary  
to the Board of Trustees  
of MSEB's C.P.Fund Trust, Mumbai

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