

User Manual for Individual Members

Odisha State PSUs Employees Welfare Society

<http://ospws.in>

The Society assigns a unique number to every registered member, known as the **Membership Number**. As a member, it is essential to know your membership number to access and use the web portal.

To find your membership number:

1. Click on the **Search Member** option in the menu bar (as shown in the figure below).
2. You will be redirected to a page where you can search for your details.
3. Enter your **first name, middle name, or last name** in the search box and press **Enter**.
4. The search results will appear, and your membership number will be displayed in **red**.

Please **copy and save** this number for future reference. You are required to mention your membership number in all communications with the Society. For more details please refer the images below.

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Odisha State PSUs Employees Welfare Society

[Home](#) [About Us](#) [Tenders](#) [Search Member](#) [Privacy Policy](#) [Notices](#) [Contact Us](#) [Login](#)

Welcome to our Website

Odisha State PSUs Employees Welfare Society registered under Odisha Society Act 1960 here in after called the Welfare Society has been registered in the year 2015. At present it is working at Idcol House, 1st floor, Unit 1, Bhubaneswar

ANNOUNCEMENTS

[AIMS and Objectives](#)

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[Home](#) [About Us](#) [Tenders](#) [Search Member](#) [Privacy Policy](#) [Notices](#) [Contact Us](#) [Login](#)

Search Membership Number

1. **Existing Members:** Put your name(first name or last name) in the below search box and click the search button to find your Membership Number, which is required for the payment process. The membership number will be displayed in red color.
2. Once you have your Membership Number, copy it and then click the "Pay Premium" button to continue.
3. **New members** are requested to contact their respective Nodal Officers for registration and to obtain their Membership Number. Once received, please return to this page to proceed with the premium payment.

Member First Name/Middle Name/Last Name:

Sl No	Employee Name	Nominee Name	Organisation Name	Membership No
1	SHANTANU KUMAR MAHAPATRA	SMITA PATRA	Center for Modernizing Government Initiative	2400400002
2	SHANTANU KUMAR SWAIN	KALPANAMAYEE SWAIN	OCC	2402300330

How to login

1. Visit the official website of ospws by following the link <http://ospws.in>
2. Click on the login menu as shown in the figure below.

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[Home](#) [About Us](#) [Tenders](#) [Search Member](#) [Privacy Policy](#) [Notices](#) [Contact Us](#) [Login](#)

Welcome to our Website

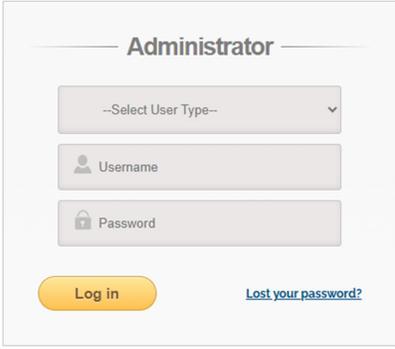
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AIMS and Objectives

ANNOUNCEMENTS

Here you will find a link "Click Here for Member login". Click on the link.

[Click Here for Member Login](#)

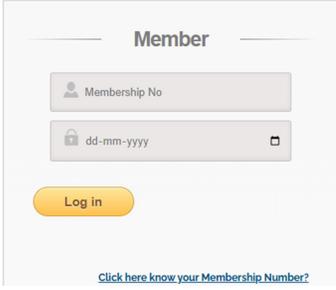


The image shows a login form titled "Administrator". It features a dropdown menu labeled "--Select User Type--" with a downward arrow. Below this are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom, there is a yellow "Log in" button and a blue link that says "Lost your password?".

Now you will be landed on a page as shown below.

Member Login

Membership Number is a unique identifier assigned to each member by the Society. It is required for both payment and login purposes.



The image shows a login form titled "Member". It features two input fields: "Membership No" with a person icon and "dd-mm-yyyy" with a calendar icon. At the bottom, there is a yellow "Log in" button and a blue link that says "Click here know your Membership Number?".

To login to your account you need your Membership no and your date of birth. If you don't know your Membership no refer the previous step of this document to get it.

After successful login click on the "Manage Members" menu on the left side to view your dependent details.

Click on the "Manage Payments" menu to proceed for Premium payment.