User Manual for LOGIN TO SELF SERVICE PORTAL FOR

1. STUDENTS ALREADY REGISTERED WITH ICAI

This User Manual is intended for already registered students who want to create a login ID on the new Self Service Portal or are not able to login.

Step 1: Please go the website ICAI.org. Once there, please click on the Service Portal Link on the top right corner of the screen.

Step 2: The following Login Page will open

https://eservices.icai.org/per/g21/pub/1666/SelfServices/templates/Login%20Folder21052019122446/Login%20Folder/ICAI%20Phase%20II%20Login%20Page521052019122546.html
Step 3:
For Students already registered with ICAI but not able to login on the portal, please click on the link –
If you don’t have ICAI login Click Here

Step 4
For Students already registered with ICAI but not able to login on the portal, after clicking If you don’t have ICAI login Click Here in the previous screen.

the following screen will open. Here you have to choose that you are a student.
Step 5:
For Students already registered with ICAI but not able to login on the portal, please select that you are a student.

The following screen will open for Student. Here please enter your registration SRN number provided by ICAI and then enter Date of Birth in DD/MM/YYYY format and press Validate.

Step 6:
For Students already registered with ICAI but not able to login on the portal

After entering SRN No and Date of Birth, if your email and Mobile no. is not updated in the system, the following screen will open. Here Click Ok.
Step 7

After clicking Ok, the following screen will appear as Update Communication Details. Please click Yes and enter your updated email Id and mobile number and the click Generate OTP. The OTP will be sent to your mobile number and verification link will be sent to your email ID.

Step 8

Enter your updated email ID and mobile Number, the following screen will appear. Click ok
Step 9
Enter the captcha text and click on submit button to receive your OTP.

Step 10
After clicking submit the following screen will appear. Enter OTP received on Mobile or Email and Validate.
ICAI OTP

noreply@icai.org

To

The actual sender of this message is different than the normal sender. Click here to learn more.

The OTP is 804587

Step 11
OTP and email has been validated.
Step 12

After getting your email ID and mobile number validated, the process for students is completed. The login ID and password will be sent to the registered email ID as entered. Students may login using these login ID and password on the login Page of Step 2 of this document.