User Manual for “First Time Login ID creation in SSP Portal for Existing Member for ICAI

This User Manual IS intended for already registered members 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

Note: In case, member has already done the below mentioned steps and received the User Credentials, member can login in above mentioned screen.
Step 3: please click on the link – If you don't have ICAI login Click Here

Step 4  After clicking If you don't have ICAI login Click Here in the previous screen .The following screen will open, member need to select “member” Role below:
Step 5: The following screen will open for Member. Here please enter your 6 Digit Membership Number provided by ICAI and then enter Date of Birth in DD/MM/YYYY format and press Validate.

Step 6:
After entering 6 Digit Membership 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.

Member Will receive Email & SMS OTP, Email Verification Link as highlighted below.

Step 11

From: noreply@icai.com  <noreply@icai.com>
Sent: 02 July 2019 17:39
Subject: Email Validation for Existing Users

Dear Applicant,

Please open the below link in browser for the email validation.

https://securesites.icai.org/EA/forms/confound/Invrti.html?checkSum=Gjy+iD3v9QjYIlw4l3rG3R5Fb+Fc5/w531/B0DDE2P+F4U%2BkVhnscCIVhYgUp deferredCJd%uPA%7u445%0A613Kvte1239Ng7/F%b6F2Ht167AeCu%3D

Members – OTP and email has been validated.
Step 12

Members

After getting your email Id and mobile number validated, members need to upload a declaration form. Please click generate declaration form and follow the steps given on the screen and submit the declaration form.

**Declaration**

The upload of declaration is a 3-Step process:

**STEP-1**: Generate declaration form.

**STEP-2**: Download the filled declaration form then take a printout and

**STEP-3**: Sign and upload the declaration to submit the registration.

Please ensure that you have signed the declaration form before uploading else your registration may not be approved.

STEP-1: GENERATE DECLARATION FORM

Submit

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The upload of declaration is a 3 Step process:

STEP-1: Generate declaration form
STEP-2: Download the new declaration form, take a printout and sign (or sign and submit the declaration to submit the registration

Please ensure that you have signed the declaration form before uploading else your registration may not be approved.

STEP-1: GENERATE DECLARATION FORM

Alert
Declaration Created. Click on STEP-2 to download the declaration form, then sign it and upload it in STEP-3.

OK
Declaration

The upload of declaration is a 3-Step process:
STEP-1: Generate declaration form.
STEP-2: Download the filled declaration form then take a printout and
STEP-3: Sign and upload the declaration to submit the registration.
Please ensure that you have signed the declaration form before uploading else your registration may not be approved.

STEP-1: GENERATE DECLARATION FORM

STEP-2: DOWNLOAD DECLARATION FORM

STEP-3: UPLOAD SIGNED DECLARATION FORM

Alert

Declaration Created. Click on STEP-2 to download the declaration form, then sign it and upload it in STEP-3.

OK

To Download Declaration Form Click on “Step-2”. Declaration Form would be downloaded on user Machine.

STEP-2: DOWNLOAD DECLARATION FORM

Once, Form is Downloaded, Member is required to Sign the Declaration Form (Signature as per Institute Record).
Please Refer sample declaration form, (Signed and Scanned).

Member is required to Click on Step-3 as highlighted below and upload Scanned PDF/JPG File as highlighted below. Once uploaded, Same may be verified by clicking on Click here to download.
Once Form is Submitted, member will see following form. Below screen will display the Member’s Details.

**Confirmation Dialogue:**

Are you sure you want to submit the Registration form?

- [Ok]
- [Cancel]
Member Application would be verified and approved by ICAI, Approximately in 48 Hours. Once Approved, Member will receive the Login ID and Password for accessing Member Dashboard. Login ID would be <MRN@icai.org>

Once, Member received the Username and password.

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