

ICSI - SMASH

User Manual

For

Professional Registration for Students

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1.0 Introduction:

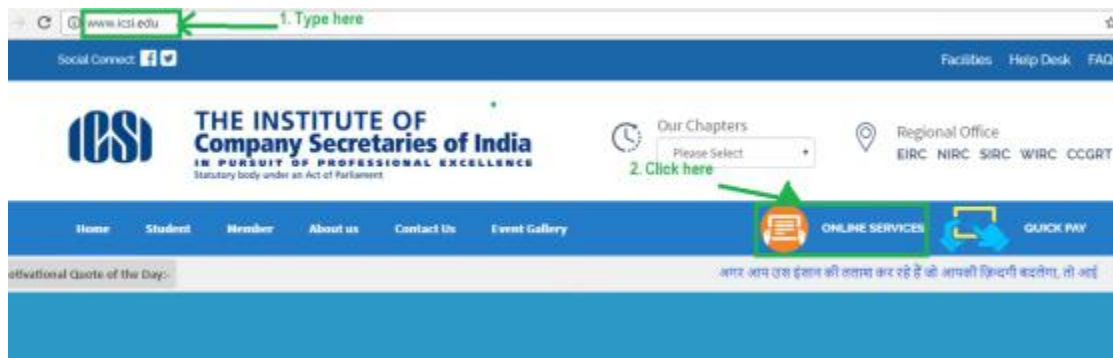
The purpose of this document is to describe steps of how can executive pass students gets registered to Professional course. In order to get registration in professional course, system will allow only if user has passed executive course.

In order to use new software system of ICSI -SMASH, user will have to generate new password for ICSI-SMASH portal.

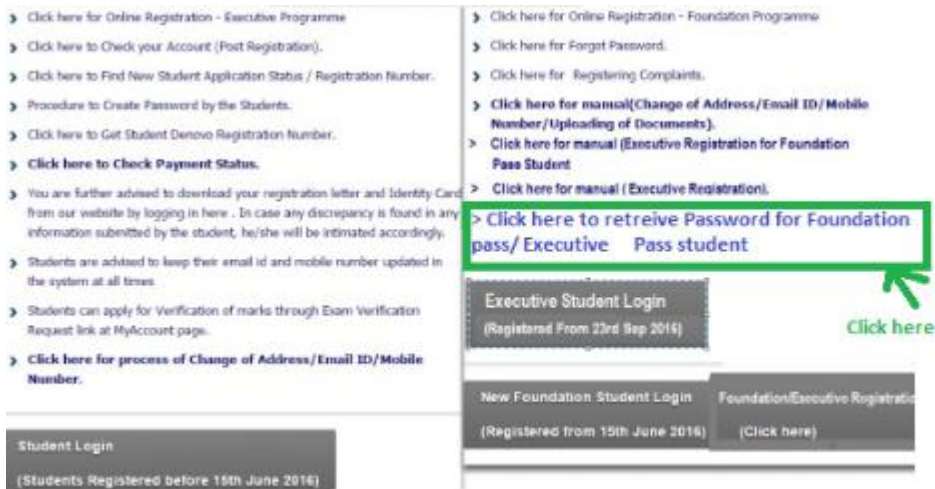
Generate New Password for ICSI-SMASH Portal

Step 1:

1. In order to retrieve password, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on “Online Services”.



2. Below Screen will be shown: Now, click on link “Click here to retrieve password (For Foundation Pass Students/Executive Pass Student)”



- Below screen will appear. Enter user id. Note: If user had pursued “Foundation Course” from ICSI then user id will be **“Foundation Registration Number”** else user id will be **“Executive Registration Number”**. After entering verification code shown in image, click on “Submit” button.

Forgot Password

Enter User ID *

Enter User ID Verification Code tsjftc **Submit**

Enter Registration Number as user id. Note: If you pursued your foundation course from ICSI then, user id will be foundation registration number. Else your Executive registration number will be treated as user id

Step 2: Enter all registered detail in below screen, and click on “Submit” button.

Forgot Password

Registration Number *

Date of Birth *

Country *

Mobile *

Email ID *

Submit Close

Note: All Details should match with actual information provided earlier at the time of registration. Registration number will be Executive registration number.

Step 3: OTP (One time password) will be sent on your registered mobile number and email id. Enter one time password received on registered email id and mobile number.

Forgot Password

OTP has been sent to your mobile and Email ID.

Enter OTP *

Enter OTP Submit Resend

Enter "OTP"

Step 4: Create new password while keeping in mind all instructions shown on below screen.

Enter Password (Minimum 8 Characters)

Confirm Password (Minimum 8 Characters)

- * Password need at least one Uppercase.
- * Password need at least one Lowercase.
- * Password need at least one Special Characters @ # % ^ * & \$ % ^ () + = _ |.
- * Password need at least one Number.

Follow Instructions while creating password.

Submit Close

Note: Please enable pop-up window of your browser to view confirmation message. Password format should meet mentioned criteria on screen. e.g Student@123 , Password1!

Now , User will be able to log in with foundation registration number if pursued foundation course from ICSI else Executive registration number will be treated as user name and use password (created as above).

Process for Registration in Professional Programe

User will access the application URL (<https://smash.icsi.in/Scripts/login.aspx>).

Below screen will appear to the user.

The screenshot shows the user login interface on the ICSI SMASH portal. At the top, the ICSI logo and 'THE INSTITUTE OF Company Secretaries of India' are displayed, along with the tagline 'TO PROMOTE & PROFESSIONAL EXCELLENCE' and the motto 'EMPOWERING THE USER IN AGE OF PATRONAGE'. Helpline numbers 011-33152353 and 011-68204999 are also visible. A navigation bar includes links for HOME, STUDENT, COMPLAINT, REGISTRATION OF COMPANY, COUNSELLOR REGISTRATION, and PRINT RECEIPT. The main content area features a 'USER LOGIN' form with fields for Username, Password, and Verification Code. The verification code 'lohvny' is shown with a refresh button. A 'Submit' button and a 'Forgot Password' link are present. Below the form, a message asks if the user is interested in an ICSI Course and provides a link to fill details.

Enter valid user credentials which user was using during executive programme, enter verification code as shown on screen and click on login button.

2.0 Apply by Student for Professional Registration

- A. Student user will login with valid credentials.
- B. Navigate to link by using Module->Student Services -> Professional Registration request.
- C. Student can view syllabus in which he/she is getting enrolled by clicking on view syllabus link as shown in screen 2. On click of view syllabus screen 3 will get opened.
- D. Student will have to select optional subject mandatory as shown in screen 4 & 5.
- E. Student can also opt for CSJ subscription by click on check box against CSJ label.
- F. Now click on “Proceed to payment”.
- G. On Successful payment receipt will get generated.

The screenshot shows the ICSI SMASH portal interface. At the top, the ICSI logo and 'THE INSTITUTE OF Company Secretaries of India' are displayed, along with the user ID '240501430/12/2016' and 'Home' and 'Logout' links. A navigation bar contains 'HOME', 'MODULE', 'PROFILE', and 'LOGOUT'. A dropdown menu for 'STUDENT SERVICES' is open, with 'PROFESSIONAL REGISTRATION REQUEST' highlighted. The form below includes fields for 'Registration Number' (240501430/12/2016), 'Executive Result' (PASS), 'Current Syllabus' (2012), and 'Optional Subject' (Select Optional Subject). A 'Total Fee' of 12500 is shown. A table for 'Fee Type' lists 'EDUCATION FEE- PROFESSIONAL' (12000) and 'SUBSCRIPTION TO CHARTERED SECRETARY IF REQUIRED (OPTIONAL)' (500). A 'Proceed to payment gateway' button is at the bottom.

Screen 1

This screenshot shows the 'Professional Registration' form in the ICSI SMASH portal. The header includes the ICSI logo, 'THE INSTITUTE OF Company Secretaries of India', and the user ID '240501430/12/2016' with 'Home' and 'Logout' links. The navigation bar shows 'HOME', 'MODULE', 'PROFILE', and 'LOGOUT'. The form title is 'Professional Registration'. A message states: 'Dear Candidate, you will be registered for Professional Programme under : Current Syllabus: [New Detail](#)'. The form fields are: 'Registration Number' (240501430/12/2016), 'Executive Result' (PASS), 'Current Syllabus' (2012), 'Optional Subject' (Select Optional Subject), and 'Total Fee' (12500). A 'Fee Type' table is present:


EDUCATION FEE- PROFESSIONAL	12000
SUBSCRIPTION TO CHARTERED SECRETARY IF REQUIRED (OPTIONAL)	500

 A note below the table says 'Check if not required (Rs 500.00 will be reduced)'. A 'Proceed to payment gateway' button is at the bottom.

Screen 2

Syllabus Detail					
SNo.	Group Name	Subject Code	Subject	Type	
1	5	311	Advanced Company Law and Practice	Mandatory	
2	5	302	Statutory Audit, Companies, Management and Div Divisions	Mandatory	
3	5	303	Corporate Restructuring, Valuation and Insolvency	Mandatory	
4	5	302	Corporate Compliance	Mandatory	
5	2	304	Information Technology and Systems Audit	Mandatory	
6	2	305	Financial, Treasury and Form Management	Mandatory	
7	2	306	ESG, Governance and Sustainability	Mandatory	
8	3	307	Advanced Tax Laws and Practice	Mandatory	
9	3	308	Drafting, Appearances and Pleadings	Mandatory	
10	3	341	BANKING LAW AND PRACTICE	Optional	
11	3	342	CAPITAL, COMPANYITY AND MONEY MARKET	Optional	
12	3	343	INSURANCE LAW AND PRACTICE	Optional	
13	3	344	INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE	Optional	
14	3	345	INTERNATIONAL BUSINESS LAWS AND PRACTICES	Optional	
15	4	111	ACCOUNTS	Mandatory	
16	4	069	Economics	Mandatory	

Screen 3; on click of “View Detail” on screen 2



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Welcome: 240501430/12/2016 [Home](#) [Logout](#)

HOME MODULE + PROFILE + LOGOUT

Professional Registration

Dear Candidate, you will be registered for Professional Programme under : Current Syllabus [View Detail](#) *Mandatory Fields

Registration Number	240501430/12/2016
Executive Result	PASS
Current Syllabus	2012
Optional Subject *	Select Optional Subject ▼
Total Fee	12500

Fee Type	EDUCATION FEE-PROFESSIONAL	12000
SUBSCRIPTION TO CHARTERED SECRETARY IF REQUIRED (OPTIONAL)	500 <input type="checkbox"/>	500

Check if not required (Rs 500.00 will be reduced)

Proceed to payment gateway

Screen 4

Professional Registration

Dear Candidate, you will be registered for Professional Programme under : Current Syllabus [View Detail](#) * Mandatory Fields

Registration Number: 240501430/12/2016

Executive Result: PASS

Current Syllabus: 2012

Optional Subject:
 Select Optional Subject
 Select Optional Subject
 BANKING LAW AND PRACTICE (341)
 CAPITAL, COMMODITY AND MONEY MARKET (342)
 INSURANCE LAW AND PRACTICE (343)
 INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE (344)
 INTERNATIONAL BUSINESS-LAWS AND PRACTICES (345)

Total Fee: 12000

Fee Type:
 EDUCATION FEE- 12000
 PROFESSIONAL SUBSCRIPTION TO CHARTERED SECRETARY IF REQUIRED (OPTIONAL) 500
 Check if not required (Rs 500.00 will be reduced)

[Proceed to payment gateway](#)

Screen 5

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Welcome: 240501430/12/2016 [Home](#) [Logout](#)

HOME MODULE + PROFILE + LOGOUT

Your Request id is: 9950001272

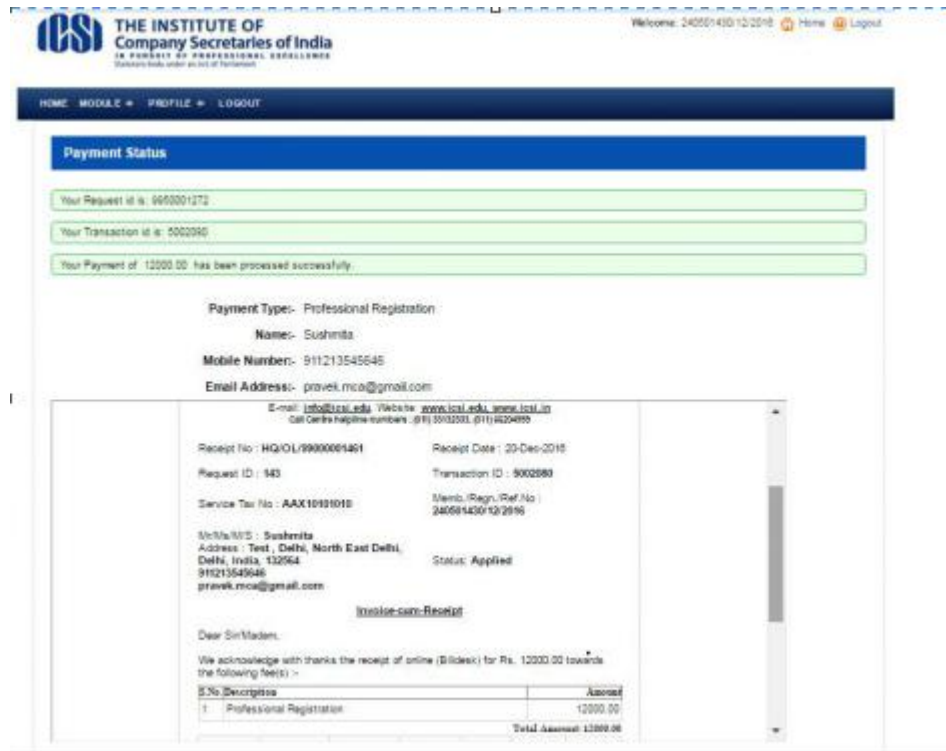
Your Transaction id is: 5002080

Your Request has been received.
 Please note this is for all future communication.
 The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
 This does not confirm that payment has been received.
 Please print your challan and take to your nearest Canara Bank branch for making payment.
 ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Professional Registration
 Name:- Sushmita
 Mobile Number:- 911213545646
 Email Address:- pravek.mca@gmail.com
 Amount:- 12000.00
 Payment Mode:- Billdesk

[Proceed](#)

Screen 6



Screen 7; To print receipt

Download ID Card/Registration Letter

After log in , Student can download his/her own ID Card & Registration letter. Click as shown in below image:



If you want to update your Mobile Number and Email address

Step 1:

1. After log in , click as shown in below images:



Step 2: Update Mobile Number and/or Email Address

Update your mobile number and/or email address and click on “Save” button.

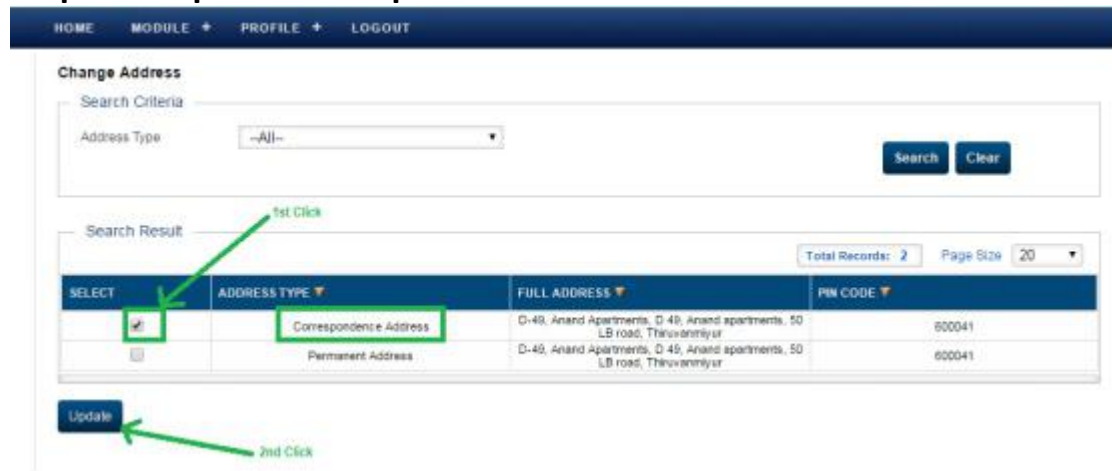
A screenshot of the 'Change Communication Details' form in the SMASH portal. The form is titled 'Change Communication Details' and is located in a blue header bar. Below the header, there are four input fields: 'Current Mobile Number' (with the value '917777777777'), 'Update New Mobile Number' (with a dropdown menu showing '91'), 'Current Email Address' (with the value 'abc@gmail.com'), and 'Update New Email Address'. Green arrows point to the 'Update New Mobile Number' and 'Update New Email Address' fields with the text 'Enter your new mobile number' and 'Enter your new email address' respectively. At the bottom left of the form, there is a 'Save' button. A green arrow points to the 'Save' button with the text 'After Updating Communication detail , click on "Save" button'.

If you want to update your correspondence/permanent address

Step 1: Log in to SMASH Portal using valid credentials. Then click on Profile menu. Now click on Change Address Link as shown below.



Step 2: To update Correspondence address



Step 3:



Note:

Same process needs to be done for changing permanent address

