



## ATTENTION STUDENTS!

### PROCEDURE FOR EXAMINATION ENROLMENT

As the students are aware, the examination enrolment is being facilitated through the new portal [www.smash.icsi.in](http://www.smash.icsi.in)

Some of the students have reported minor difficulties in submitting the examination enrolment form. Students may please refer to the User Manuals uploaded on the website. Further, the steps for submitting the examination form is explained hereunder :

<p><b>Step 1</b></p>	<p><b>Visit SMASH Portal <a href="https://smash.icsi.in">https://smash.icsi.in</a></b></p> <p>The following screen opens :</p> 
<p><b>Step 2</b></p>	<p><b>Enter the User Id (Student Registration Number), Password (created by them for the SMASH Portal) and the Verification Code.</b></p> <p>The following Online Account of the Student opens.</p> 

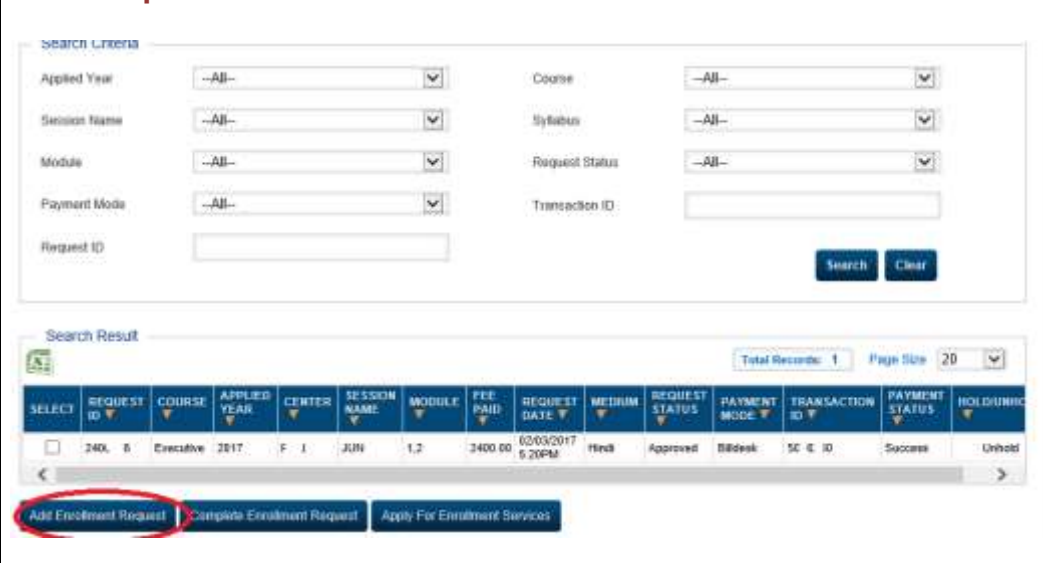
**Step 3**

Click on 'Module' / 'Enrollment' / 'Enrollment Request' as per the screen given below :



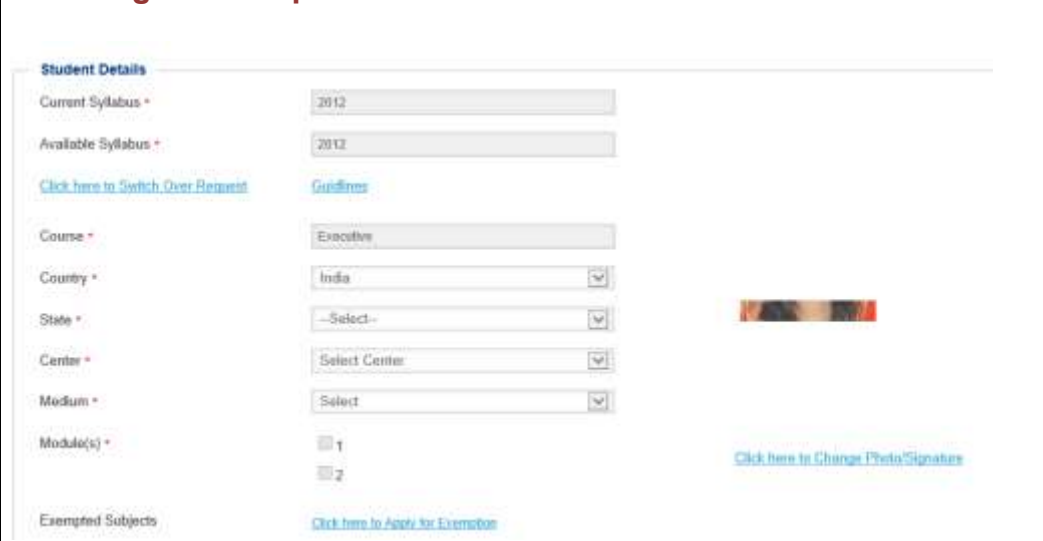
**Step 4**

On clicking the 'Examination Enrolment Request' the following screen opens :



**Step 5**

Click on the "Add Enrollment Request" as given above and the following screen opens :



Fill in the details (Country, State, Centre, Medium & Combination of Modules, etc.) and click on "Next" on the bottom of the screen.

Note on Step 5 : If the 'Popup' is disabled in your browser, the examination form will NOT open. Therefore, please enable the 'Popup' Window in the browser (Internet Explorer/ Chrome, etc.) as per the image given below :



Step 6 The following page opens :

1. Basic Details 2. Training Details 3. Preview 4. Payment

**Fee Details**

EXAMINATION FEE	300.00
<b>Total Amount:</b>	300.00

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief and if at any time it has come to the notice of the Institute that the said particulars were untrue, I agree to my registration being cancelled without any obligation on the part of the Institute to refund any fee paid by me to the Institute without prejudice to the right of the Institute to take any further action as deemed fit and appropriate.

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Click on the button "Next"

Step 7 The following screen opens :

1. Basic Details 2. Training Details 3. Preview 4. Payment

**Preview Enrollment Form**

Student Name :	S
Registration Number :	2
Current Syllabus :	2
Available Syllabus :	2
Course :	E
Country :	I
State :	C
Center :	E
Medium :	E
Module :	1
Submission Date :	
Enrollment Fee :	3

[Back](#) [Confirm Application](#)

Click on the button "Confirm Application" after verifying the enrolment details.

Note on Step 6 & 7 : Students who have already clicked on the on “Next” button ( in Step 6) OR “Confirm Application” button (in Step 7) but could not successfully remit the payment, are required to complete the process of submission of examination enrolment form by clicking on the **“Complete Enrolment Request”** button. They shall NOT be able to complete the enrolment by clicking on the “Add Enrolment Request” button. If students have clicked on either “Next” button or “Confirm Application” button, they are advised to click on **“Complete Enrolment Request”** button instead of “Add Enrolment Request” button to complete the submission of examination form.

Step 8


The following screen opens :



Select the Payment Gateway Service Provider (Billdesk, Axis Bank, Kotak Mahindra Bank, etc.) and click on the button “Next”.

Step 9

The following screen opens :



Click on the button “Proceed”

**Step 10** The following screen opens :

Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Wallet/ Cash Cards

Pay by Credit Card

VISA

MasterCard

Card Number

Enter card number

Expiration Date

Month Year

CVV/ CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name

Institute of Company Secretaries of India

Payment Amount: ₹ 300.00

BillDesk

Enter the Bank / Credit/ Debit Card details and click on the “Make Payment” button. For all successful payments a Fee Receipt is instantly generated. You may also re-generate and print duplicate receipt at the following link by entering the Transaction Id.

[Re-generate and Print Duplicate Receipt](#)

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