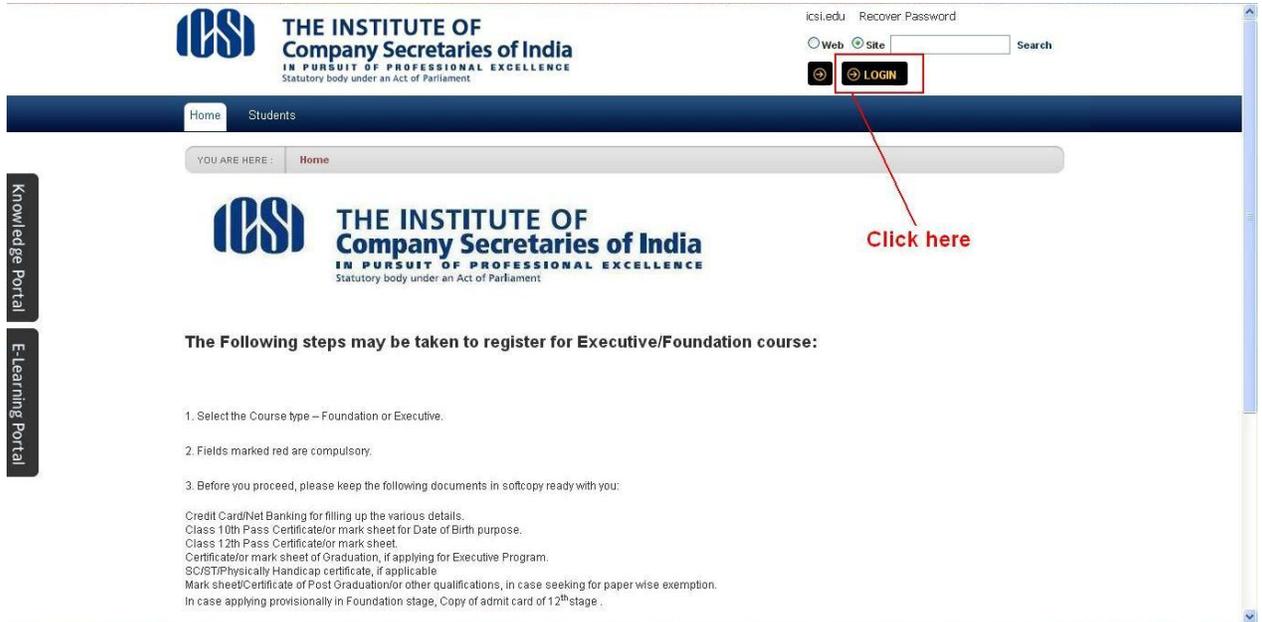


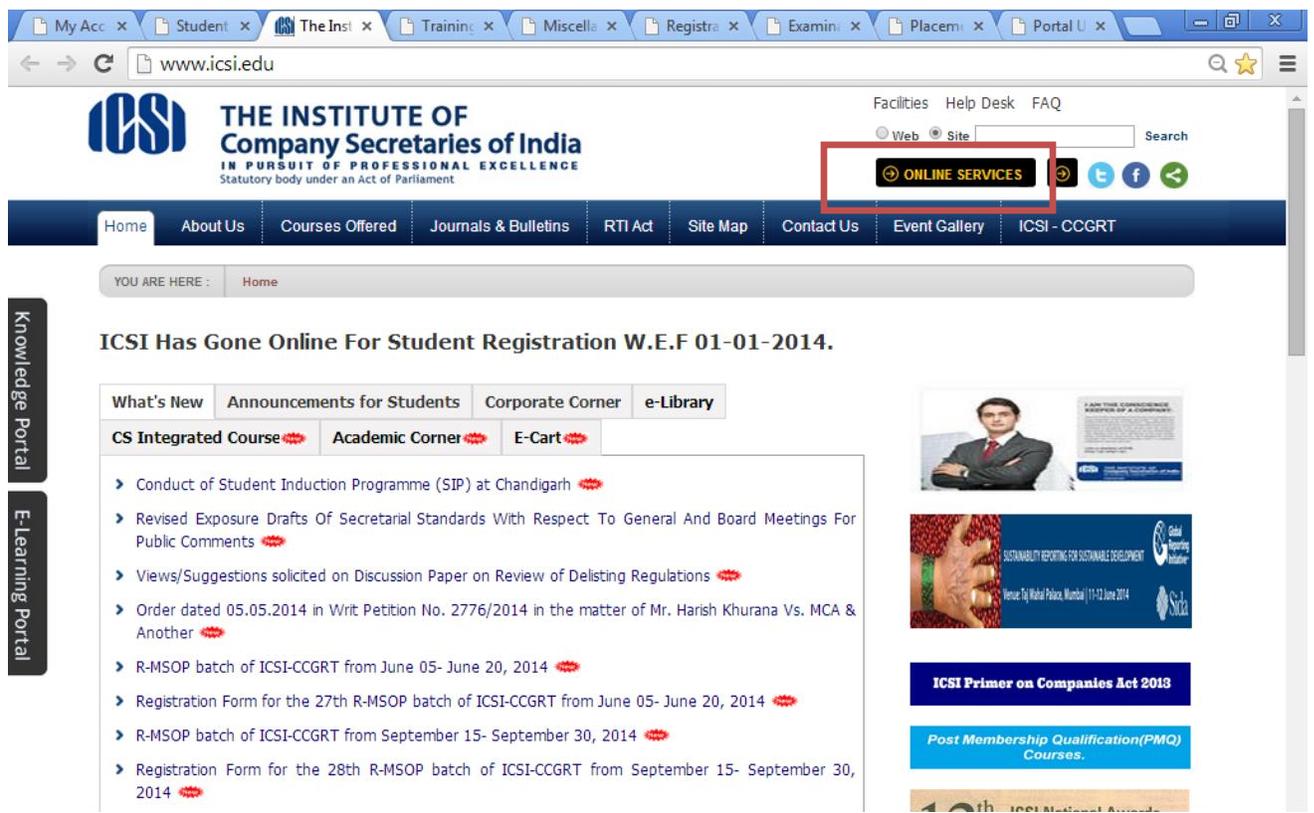
## User Manual for Applying ACS Membership

Below are the steps that you need to follow for applying ACS Membership.

1. Go to [www.icsi.in/student/Home.aspx](http://www.icsi.in/student/Home.aspx) or <http://www.icsi.edu/>
2. Click on login Button.



OR

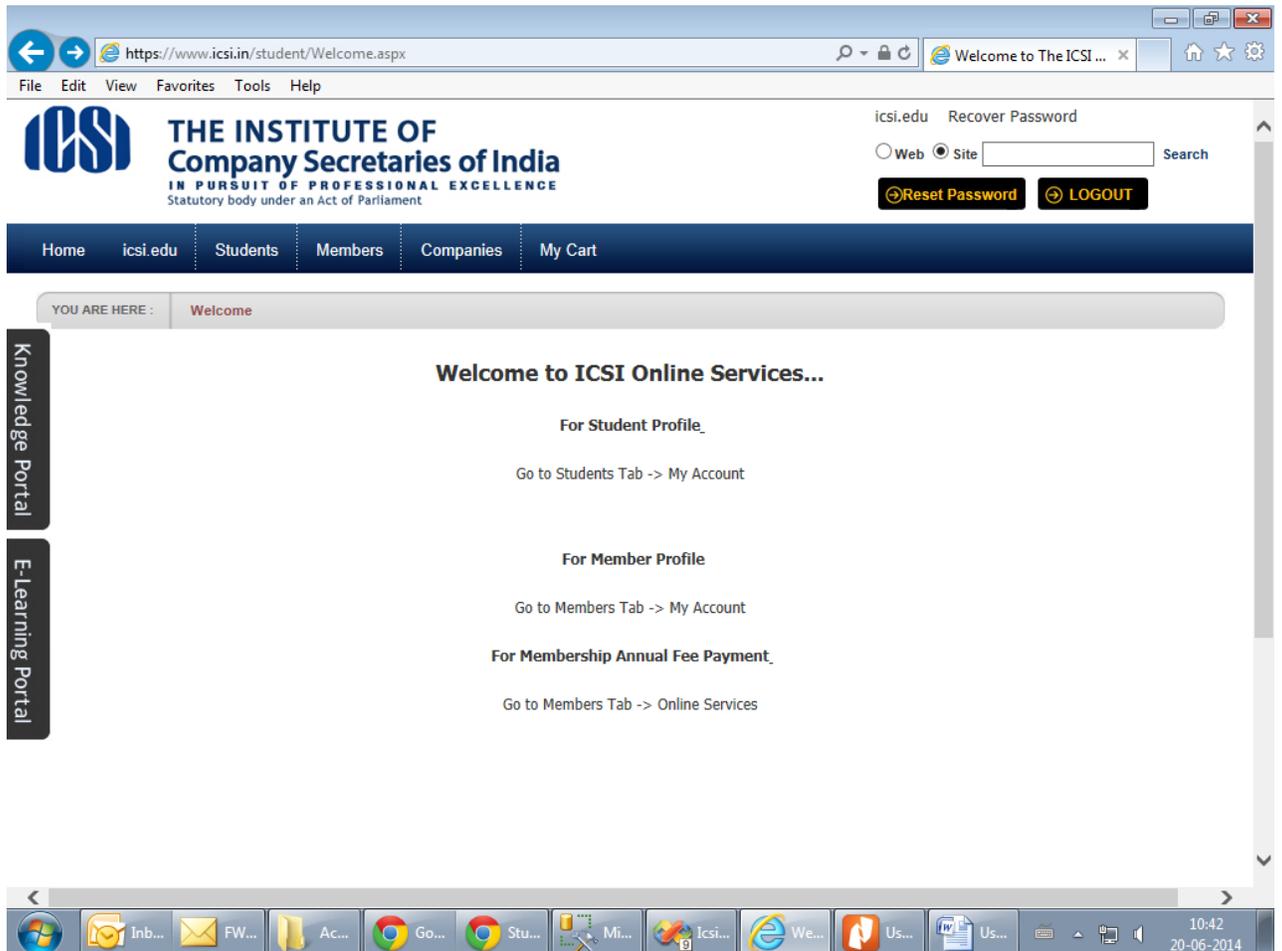


3. Now enter your Username & password



4. Now click on login button

5. After successful login, you will get the next Welcome screen.



Browser address bar: <https://www.icsi.in/student/Welcome.aspx>

Navigation: File Edit View Favorites Tools Help

Logo:  **THE INSTITUTE OF Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

Top right: icsi.edu Recover Password  
Web Site  Search  
[Reset Password](#) [LOGOUT](#)

Navigation Menu: Home icsi.edu **Students** Members Companies My Cart

YOU ARE HERE: [Student Registration](#) **[My Account](#)**

Left sidebar: Knowledge Portal E-Learning Portal

Main Content:

- to ICSI Online Services...**
- For Student Profile**  
Go to Students Tab -> My Account
- For Member Profile**  
Go to Members Tab -> My Account
- For Membership Annual Fee Payment**  
Go to Members Tab -> Online Services

Browser address bar: <https://www.icsi.in/student/Students/MyAccount.aspx>

Taskbar: Windows Start, Inb..., FW..., Ac..., Go..., Stu..., Mi..., Icsi..., We..., Us..., Us..., 10:41 20-06-2014

7. After Click on My Account, you will get the next screen as shown below, and then click on the link given at **Request for ACS Membership**.

The screenshot displays the 'My Account' page of the Institute of Company Secretaries of India (ICSI) portal. The browser address bar shows the URL: <https://www.icsi.in/student/tabId/81/userId/162106/Default.aspx>. The page header includes the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. A navigation menu at the top contains links for Home, Students, Members, Companies, RTI, icsi.edu, My Cart, Administration, Help, Delegate Registration, and What's New. A breadcrumb trail indicates the current location: ANKUR YOU ARE HERE : Students > My Account. A message box states: 'Any changes to the account details go to Manage Account tab!'. A main navigation bar includes 'Account Summary', 'Manage Account', 'Programme Info', 'Payment Requests', 'Requests', and 'Others'. The 'Payment Requests' dropdown menu is open, showing options: 'Generate Payment Slip', 'Request for ACS Membership' (highlighted), 'Denovo Registration & Extension', and 'Student Training Requests'. Below this, there are tabs for 'General Information', 'Documents Uploaded', and 'Instructions'. The 'PERSONAL INFORMATION' section shows 'Applied Programme' as 'Professional - Old Syllabus' and 'Qualification selected at time of' as 'Applied Programme'. A placeholder for a profile picture shows 'NO IMAGE AVAILABLE'. The footer of the page contains the URL: <https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/AcsMembership/mid/391/userId/162106/Default.aspx>. The Windows taskbar at the bottom shows the system clock as 11:51 on 09-02-2016.

8. After click on REQUEST FOR ACS MEMBERSHIP link, you will get the next screen as shown below.

The screenshot displays a web browser window with the URL <https://www.icsi.in/student/Students/MyAccount/tabid/81/ctl/AcsMembership/mid/391/userId/162106/Default.aspx>. The page features a navigation menu with options: Account Summary, Manage Account, Programme Info, Payment Requests, Requests, and Others. A red vertical bar on the right side of the page indicates required fields.

The main content area contains the following instructions and form fields:

- Instructions:** "Please download & fill Form A & attach a scanned copy of the relevant documents as mentioned in the form with this request".
- Download Link:** "Click here to download Form-A".
- Document List:** "List of documents to be attached with Form-A for ACS".
- Form Fields:**
  - Request Details/ Comments:** A large yellow text area with a red border on the left side.
  - File Size:** "File size you are trying to upload should be Maximum 6 MB."
  - Upload Documents:** A "Choose File" button with the text "No file chosen" and a "Remove File" link below it.
  - Amount:** A text input field containing the value "2063".
  - Payment Mode:** Radio buttons for "Credit/Debit Card" (selected), "NetBanking", and "Challan".
- Buttons:** "Proceed for Payment" and "Cancel".
- Disclaimer:** "It may be noted that the transaction charges against each transaction would be borne by the Institute."
- Footer Note:** "All stakeholders can make use of the Payment Gateway after logging in www.icsi.in/Student. The stakeholder must keep the credit card with pin number ready".

The browser's taskbar at the bottom shows the Windows Start menu, several open applications (including "My Accou...", "online dev...", "Denovo - ...", and "User Manu..."), and the system clock displaying "11:53 09-02-2016".

9. Now download FORM A, fill it and get scan with all other documents required, attached the file and click on PROCEED FOR PAYMENT button.

My Account

Admin Modules Pages Tools Mode Edit

Account Summary Manage Account Programme Info Payment Requests Requests Others

Indicates required fields

Please download & fill Form A & attach a scanned copy of the relevant documents as mentioned in the form with this request

Click here to download Form-A

List of documents to be attached with Form-A for ACS

Request Details/ Comments if any]

File size you are trying to upload should be Maximum 6 MB.

Upload Documents Choose File programmin...mvc\_4.pdf Remove File

Amount 2063

Payment Mode  Credit/Debit Card  NetBanking  Challan

Proceed for Payment Cancel

It may be noted that the transaction charges against each transaction would be borne by the Institute.

All stakeholders can make use of the Payment Gateway after logging in www.icsi.in/Student. The stakeholder must keep the credit card with pin number ready

11:58 09-02-2016

10. After clicking on PROCEED FOR PAYMENT, User will be moved on Payment gateway. After doing success payment, Request will be submitted for approval by ICSI staff.