## User Manual to view list of successful transactions

Below are the steps that you need to follow to view history of successful transactions.

- 1. Go to <u>www.icsi.in/student/Home.aspx\_or http://www.icsi.edu/</u>
- 2. Click on login Button.

Knowledge Portal E-Learning Portal

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	Home Students	
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	THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament	Click here
	The Following steps may be taken to register for Executive/Foundation	course:
	1. Select the Course type – Foundation or Executive.	
	2. Fields marked red are compulsory.	
	3. Before you proceed, please keep the following documents in softcopy ready with you:	
	Credit Card/Net Banking for filling up the various details. Class 10th Pass Certificate/or mark sheet for Date of Birth purpose. Class 12th Pass Certificate/or mark sheet. Certificate/or mark sheet of Craduation, fapplying for Executive Program. SC/BT/Physically Handicap certificate, if applicable Mark sheet/Certificate of Post Graduation/or other qualifications, in case seeking for paper wise exemption. In case applying provisionally in Foundation stage, Copy of admit card of 12 <sup>th</sup> stage.	
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Go to Home $\rightarrow$  then Click on Check Your Account (Post Registration) Link THE INSTITUTE OF Search Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament Home Students Members Companies icsi.edu My Cart Delegate Registration What's New YOU ARE HERE : Home Students Members Companies Vendors INSTRUCTIONS: > Click here for Online Registration - Foundation /Executive Programme Click here to Check your Account (Post Registration). > Click here to Find New Student Application Status / Registration Number. Procedure to Create Password by the Students. > Click here to Get Student Denovo Registration Number. > Click here to Check Payment Status. > Successfully remitted Examination Fee for June, 2016 Session! Click here to verify Exam Enrollment Status > You are further advised to download your registration letter and Identity Card from our website by logging in here . In case any discrepancy is found in any information submitted by the student, he/she will be intimated accordingly. > Students are advised to keep their email id and mobile number updated in the system at all times > Students can apply for Verification of marks through Exam Verification Request link at MyAccount page.

3. Now enter your Username & password

Home     Students       YOU ARE HERE:     Home       Username:     Enter here       Password:     Login       Click here       Retrieve Password	Search	Oweb ⊙ Site ⊙ Cogin	IE INSTITUTE OF mpany Secretaries of India PURBUIT OF PROFESSIONAL EXCELLENCE exception body under an Act of Parliament	(US)
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4. Now click on login button

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





## 6. Go to Students $\rightarrow$ My Account.



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7. Below given page will be displayed.

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Appli	ed Programme Profession	nal - New Syllabus				
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## 8. Go to List of Successful Transactions Under Others Tab.

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CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE: Students My Account	
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Account Summary Manage Account Programme Info Payment Requests Requests Examination Enrollment	It Others
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Qualification selected at time of Registration	Study Material Professional (New Syllabus)
Status Registered	List of Successful Transactions
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9. Select the Payment Type from the Drop Down Menu.

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Ро	Payment Type Please Select	
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<u></u>	It may be noted that the transaction charges against 6 Foundation Registration	
Lea	All stakeholders can make use of the Payment Gate Exemption Qualification Basis Request exholder must keen the credit card with pin number ready while	
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ort	Stakeholder shall make use of any of the options on Medium Change Request in www.icsi.in/Student.	
a	Inereafter two options 1) (util bank credit Card and Z <del>) revisioning in seven new revision or more parts and parts the left side parts (util side parts).</del>	
	Arter tackmang any on region commits section with appear. Are commitation use control statis and not in www.esc.inc.stodent to the site of the data. The bank shall ask for credit card/Debit card number along innumber.	
	After successful transaction on the bank site the control will automatically shift back to www.icsi.in/Student where the receipt of the payment will be generated. During	
	this process the stakeholders must ensure that no key back or forth or refresh button should be used as shifting of control takes time.	
	The institute takes approximately 48 hours to reconcile the data with the bank. All receipts which are reconciled are published on www.icsi.in/Student under visible to	
	user after logging in.	~
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## 10. List of all the transactions based on Payment Type will be displayed.

List of Successful Transactions:

		Payment Type	Centre Change Request		V			
Transaction Id	Request Id	Payment Mode	Payment Provider	Payment Type	Status	Payment Amount	Payment Date	Receipt Number
No records to dis	play.							